



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

*IAAO Procedural Rules
Adopted 12/02/2019*

Updated as directed by the Board 11/7/20, 7/24/21, 11/06/21, 12/20/21, 1/29/22, 4/22/22, 5/26/22, 7/7/22, 4/15/23

Page 1 of 21

1.00	BOARD OF DIRECTORS AND OFFICERS
1.01	Prior to their participation in any meeting of the board, new members of the board of directors shall receive an orientation to the governing documents, strategic plan and budget for the association and the legal and fiduciary responsibilities of the board of directors.
1.02	The secretary shall prepare the minutes for all meetings of the board of directors. The minutes shall be signed by both the president and secretary. The minutes shall be available for all members within thirty business days following the meeting.
1.03	A vote may be taken at any official meeting of the board of directors. It may be in person, by unanimous written consent provided there are no abstentions, or by an electronic conference vote so long as all participants are able to communicate with each other.
1.04	<p>Prior to adoption by the board of directors, a notice must be provided to the membership for comment on any matters concerning the <i>IAAO Code of Ethics and Standards of Professional Conduct</i>, bylaws, or technical standards. The notice shall include:</p> <ul style="list-style-type: none"> ● The wording of the section being amended, or if it is a new section or standard, the subject and intent of the proposal; ● A brief statement describing the intent and effect of the proposal; ● The period of time during which written comment on the proposal shall be accepted. This comment period shall be at least thirty days. ● All written comments received on a proposal shall be made available to the board of directors, who shall consider any and all comments received concerning such proposal in its deliberations on the proposal prior to a vote.
1.05	The executive director, committee chair, board of directors members, and all other persons who have reason to make recommendations to the board of directors that have a fiscal impact or effect on the association's strategic plan must submit a project plan. Such recommendations shall be transmitted to the executive director on the association's current project plan form.
1.06	<p>The board of directors shall approve manuals for the following areas:</p> <ul style="list-style-type: none"> ● Conference and Events ● Education ● Ethics ● Fellows ● Governance ● IAAO Representatives ● Membership Recognition ● Nominations and Elections ● Professional Development ● Research and Standards
1.50	OFFICERS

1.51	The president shall have the authority to rescind the appointment of any committee member who is not carrying out the responsibilities of the position.
1.52	The president-elect shall: <ul style="list-style-type: none"> • Shall be the Chair of the Finance Committee; • Shall be the Treasurer; • Report on the financial condition of the organization at every board of directors' meeting as otherwise provided in these procedural rules; • Oversee the dissemination of monthly financial statements, including variances, to the board of directors; • Announce all appointments to be effective the following January 1; • Prior to May 1, provide the executive director a list of potential sites and dates for the next year's board meetings; and • Coordinate the annual evaluation of the executive director.
1.53	The vice president shall: <ul style="list-style-type: none"> • Become familiar with all aspects of planning, budgeting, management, and quality improvement of the association by assisting the president-elect in completing the annual evaluation of the executive director.
1.54	<ul style="list-style-type: none"> • Past President
1.55	The executive director shall: <ul style="list-style-type: none"> • Serve under the terms of a contract or memorandum of understanding approved by the board of directors; • Transmit to the board meeting agenda and committee minutes and applicable reports not less than fifteen days prior to the first day of the board of directors' meeting; • Have the authority to spend the sums appropriated; and Transmit to the board the "Travel, Preparation, Activity and Reporting Form(s)" not less than fifteen days prior to the first day of the board of directors' meeting. The analysis should include but is not limited to traveler's relationship to IAAO, event information, needs discovered, follow-up actions, outcomes, and travel payer (IAAO, inviter, shared).
2.00	CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT
2.01	All complaints or questions concerning the <i>IAAO Code of Ethics and Standards of Professional Conduct</i> shall be investigated by the ethics committee. Complaints forwarded to the ethics committee shall state the specific provisions allegedly violated. The ethics committee shall receive and investigate complaints, dismiss or issue letters of charge, conduct hearings, and recommend appropriate disciplinary action.
2.02	All decisions with regard to alleged violations of the <i>IAAO Code of Ethics and Standards of Professional Conduct</i> shall be reached by majority vote of those members of the ethics committee present and voting. Votes of the ethics committee members may be taken by mail, electronic means, or telephone, provided that all members are canvassed simultaneously, and a report of the vote is transmitted to all

	ethics committee members. Dissents by an ethics committee member may be expressed in writing and submitted to the chair.
2.03	If any member of the association is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office that reflects on his or her professional or ethical conduct as set forth in the <i>IAAO Code of Ethics and Standards of Professional Conduct</i> , the member shall be automatically suspended during the period of indictment.
2.04	Whenever any member has been convicted of a felony or a crime of office that reflects on his or her professional or ethical conduct as outlined in the <i>IAAO Code of Ethics and Standards of Professional Conduct</i> , that member shall be automatically expelled from association membership. Automatic expulsion shall take place if a member resigns while allegations of his or her misconduct are before the ethics committee.
2.05	If an individual has been expelled from membership or had their professional designation revoked, eligibility for reinstatement may be reconsidered on the following basis: <ul style="list-style-type: none"> • In the event of a felony conviction related to the individual’s professional role, no earlier than three years from the conviction or completion of sentence (if any), whichever is later; • In any other event, no earlier than two years from the final decision of expulsion or revocation. The board shall refer all such petitions to the ethics committee for its report and recommendations.
3.00	FINANCIAL
3.01	The association shall pay for bonds, sureties, or financial insurance for all officers, agents, or employees of the association having the authority to sign checks and disbursements, to accept and process monies, and to transfer monies or funds as follows: <ul style="list-style-type: none"> • Executive director: \$1,000,000 • Executive director’s designee(s) involved in the handling of the association’s funds: \$500,000
3.02	The executive director shall annually designate the employees authorized to sign checks or disburse association funds. A sufficient number of employees shall be authorized as signatories to ensure prompt payment of association bills.
3.03	The executive director shall solicit bids for auditors for a period not to exceed three years.
3.04	The annual audit report shall be made available electronically to IAAO membership.
3.05	Any employee retirement funds shall be handled by an institution designated by the board of directors.
3.06	The board of directors shall, prior to the end of its current fiscal year, adopt a budget for the succeeding fiscal year.
3.07	The executive director shall furnish to the board and finance committee monthly budget reports. Included in these reports shall be a narrative explanation for a deviation of ten percent or greater between actual and budgeted revenue or expenses, or where there is a deficit in the current month. A recommendation for suggested actions, including possible revisions to the budget, if necessary, shall also be included.
3.08	The board of directors may establish restricted funds for designated purposes. The board of directors shall establish a restricted reserve fund for the purpose of meeting unforeseen extraordinary

	expenditures that arise outside of the normal budget process. Expenditures from this fund must first be reviewed and commented on by the finance committee and require board of directors' approval. This fund shall represent a minimum of three and one-half months of average operating expenses.
3.09	The association shall reimburse expenses of persons who engage in authorized travel on its behalf, in accordance to a reimbursement policy approved by the board.
3.10	A monthly distribution of planned travel schedules for all persons to be reimbursed by the association shall be distributed prior to the first day of each month to the board of directors. Travel not shown on the monthly schedules must be shown on the following month's report. The travel schedule is to list the person traveling, reason for travel, and dates of travel.
3.11	Donors and grantors of gifts and grants accepted by the board of directors shall be acknowledged by the executive director. Unless the gift or grant is made to a specific fund the money will be placed in the general fund.
3.12	Special and memorial funds may be established for awards, grants, education, and research by individual members, related directly to the association for a stated purpose. Such funds may be created or closed by a majority vote of the board. If any special or memorial fund is closed, the undistributed assets of the fund will be placed in the association general fund.
3.13	Applications to establish special and memorial funds shall be submitted to the executive director and shall state the following: <ul style="list-style-type: none"> • The name of the person or persons submitting the application; • The name, purpose, and duration of the proposed fund; • How the proceeds shall be distributed while active and upon dissolution; • Name of the administrator of the program; • Any rules necessary to determine recipients of grants or awards; • Sources of fund assets; and • Depository of fund assets.
3.14	The Jeff Hunt, CAE, Memorial Candidates Assistance Trust consists of a five person committee that shall manage the trust and designate an appropriate depository. The executive director shall administer the fund and direct staff to process applications and grants as approved by the trustees.
3.15	The Timothy N. Hagemann Membership Memorial Trust consists of a three person committee that shall manage the trust and designate an appropriate depository. The executive director shall administer the fund and direct staff to process applications and grants as approved by the trustees.
3.16	The Paul V. Corusy Memorial Library Trust consists of a five person committee that shall manage the trust and designate an appropriate depository. The executive director shall administer the fund and direct staff to process applications and grants as approved by the trustees.
3.17	The scholarship fund shall provide financial assistance to members of IAAO to take advantage of the association's educational opportunities. The IAAO board of directors shall budget funds on an annual basis within the IAAO operating budget. All requests for financial assistance must be submitted on the proper application. All scholarship funds shall be administered by the executive director.
3.18	The Barbara Brunner Scholarship Fund is to provide registration scholarships for members of IAAO to attend the association's annual conference.

3.19	<p>Any joint ventures to which IAAO is or will be a party shall be governed by a written agreement, which incorporates the following general guidelines:</p> <ul style="list-style-type: none"> • Establishment of joint venture parameters, including responsibility, delay, and failsafe; • Personnel, including provision, minimum or actual numbers, time to be allotted, and cost; • Financial obligation, including whose obligation, amount on a continuum from none to all, when provided, billings or other notification and, if agreed, each part to pay its own specified costs; and • Event failsafe, including the minimum number of participants at a specified dollar amount (if applicable), a certain time for conditions to be met, cancellation provisions if minimums and time for conditions are unmet, and when and to whom cancellation notifications are given. 																																																																																					
3.20	<p>IAAO Past Presidents shall be granted free annual conference registration, along with one free companion registration. Past presidents shall not pay annual membership dues or professional designation dues.</p>																																																																																					
<p>4.00 CONFERENCES AND EVENTS</p>																																																																																						
4.01	<p>The board of directors shall select destinations for conferences and events. The board of directors shall select future annual conference sites five years in advance.</p>																																																																																					
4.02	<p>The board of directors shall select an annual conference site that shall rotate annually among the regions, based on presentation and a written evaluation prepared by the director of meetings.</p>																																																																																					
4.03	<p>A local chapter or affiliate, assessor's office, or other group hosting an annual conference may organize a local host task force to suggest social activities, companion programs, and entertainment for the opening reception and banquet. The director of meetings will work with the local host task force.</p>																																																																																					
4.04	<p>Regions shall be designated as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" data-bbox="289 1182 402 1213"><u>Region 1</u></td> </tr> <tr> <td data-bbox="289 1220 537 1251">Alaska</td> <td data-bbox="565 1220 764 1251">China</td> <td data-bbox="792 1220 976 1251">Japan</td> <td data-bbox="1003 1220 1203 1251">New Zealand</td> <td data-bbox="1230 1220 1430 1251">Utah</td> </tr> <tr> <td data-bbox="289 1257 537 1289">Alberta</td> <td data-bbox="565 1257 764 1289">Colorado</td> <td data-bbox="792 1257 976 1289">Korea</td> <td data-bbox="1003 1257 1203 1289">Oregon</td> <td data-bbox="1230 1257 1430 1289">Wyoming</td> </tr> <tr> <td data-bbox="289 1295 537 1327">Arizona</td> <td data-bbox="565 1295 764 1327">Guam</td> <td data-bbox="792 1295 976 1327">Mexico</td> <td data-bbox="1003 1295 1203 1327">Philippines</td> <td data-bbox="1230 1295 1430 1327">Washington</td> </tr> <tr> <td data-bbox="289 1333 537 1365">Australia</td> <td data-bbox="565 1333 764 1365">Hawaii</td> <td data-bbox="792 1333 976 1365">Montana</td> <td data-bbox="1003 1333 1203 1365">Singapore</td> <td data-bbox="1230 1333 1430 1365">Yukon Territory</td> </tr> <tr> <td data-bbox="289 1371 537 1402">British Columbia</td> <td data-bbox="565 1371 764 1402">Hong Kong</td> <td data-bbox="792 1371 976 1402">Nevada</td> <td data-bbox="1003 1371 1203 1402">Taiwan</td> <td></td> </tr> <tr> <td data-bbox="289 1409 537 1440">California</td> <td data-bbox="565 1409 764 1440">Idaho</td> <td data-bbox="792 1409 976 1440">New Mexico</td> <td data-bbox="1003 1409 1203 1440">Thailand</td> <td></td> </tr> <tr> <td colspan="5" data-bbox="289 1476 402 1507"><u>Region 2</u></td> </tr> <tr> <td data-bbox="289 1514 537 1545">Alabama</td> <td data-bbox="565 1514 764 1545">Illinois</td> <td data-bbox="792 1514 976 1545">Manitoba</td> <td data-bbox="1003 1514 1203 1545">Northern Ireland, UK</td> <td data-bbox="1230 1514 1430 1545">South Africa</td> </tr> <tr> <td data-bbox="289 1551 537 1583">Arkansas</td> <td data-bbox="565 1551 764 1583">Indiana</td> <td data-bbox="792 1551 976 1583">Minnesota</td> <td data-bbox="1003 1551 1203 1583">Oklahoma</td> <td data-bbox="1230 1551 1430 1583">South Dakota</td> </tr> <tr> <td data-bbox="289 1589 537 1621">Bahrain</td> <td data-bbox="565 1589 764 1621">Iowa</td> <td data-bbox="792 1589 976 1621">Mississippi</td> <td data-bbox="1003 1589 1203 1621">Pakistan</td> <td data-bbox="1230 1589 1430 1621">Spain</td> </tr> <tr> <td data-bbox="289 1627 537 1659">Botswana</td> <td data-bbox="565 1627 764 1659">Kansas</td> <td data-bbox="792 1627 976 1659">Missouri</td> <td data-bbox="1003 1627 1203 1659">Romania</td> <td data-bbox="1230 1627 1430 1659">Tennessee</td> </tr> <tr> <td data-bbox="289 1665 537 1696">Cypress</td> <td data-bbox="565 1665 764 1696">Kentucky</td> <td data-bbox="792 1665 976 1696">Namibia</td> <td data-bbox="1003 1665 1203 1696">Russia</td> <td data-bbox="1230 1665 1430 1696">Texas</td> </tr> <tr> <td data-bbox="289 1703 537 1734">England, UK</td> <td data-bbox="565 1703 764 1734">Ireland</td> <td data-bbox="792 1703 976 1734">Mauritius</td> <td data-bbox="1003 1703 1203 1734">Saskatchewan</td> <td data-bbox="1230 1703 1430 1734">Turkey</td> </tr> <tr> <td data-bbox="289 1740 537 1772">Germany</td> <td data-bbox="565 1740 764 1772">Latvia</td> <td data-bbox="792 1740 976 1772">Nebraska</td> <td data-bbox="1003 1740 1203 1772">Saudi Arabia</td> <td data-bbox="1230 1740 1430 1772">Wales, UK</td> </tr> <tr> <td data-bbox="289 1778 537 1810">Greece</td> <td data-bbox="565 1778 764 1810">Lithuania</td> <td data-bbox="792 1778 976 1810">Netherlands</td> <td data-bbox="1003 1778 1203 1810">Scotland, UK</td> <td data-bbox="1230 1778 1430 1810">Wisconsin</td> </tr> <tr> <td data-bbox="289 1816 537 1848">Iceland</td> <td data-bbox="565 1816 764 1848">Louisiana</td> <td data-bbox="792 1816 976 1848">North Dakota</td> <td data-bbox="1003 1816 1203 1848">Slovenia</td> <td data-bbox="1230 1816 1430 1848">Zambia</td> </tr> </table>	<u>Region 1</u>					Alaska	China	Japan	New Zealand	Utah	Alberta	Colorado	Korea	Oregon	Wyoming	Arizona	Guam	Mexico	Philippines	Washington	Australia	Hawaii	Montana	Singapore	Yukon Territory	British Columbia	Hong Kong	Nevada	Taiwan		California	Idaho	New Mexico	Thailand		<u>Region 2</u>					Alabama	Illinois	Manitoba	Northern Ireland, UK	South Africa	Arkansas	Indiana	Minnesota	Oklahoma	South Dakota	Bahrain	Iowa	Mississippi	Pakistan	Spain	Botswana	Kansas	Missouri	Romania	Tennessee	Cypress	Kentucky	Namibia	Russia	Texas	England, UK	Ireland	Mauritius	Saskatchewan	Turkey	Germany	Latvia	Nebraska	Saudi Arabia	Wales, UK	Greece	Lithuania	Netherlands	Scotland, UK	Wisconsin	Iceland	Louisiana	North Dakota	Slovenia	Zambia
<u>Region 1</u>																																																																																						
Alaska	China	Japan	New Zealand	Utah																																																																																		
Alberta	Colorado	Korea	Oregon	Wyoming																																																																																		
Arizona	Guam	Mexico	Philippines	Washington																																																																																		
Australia	Hawaii	Montana	Singapore	Yukon Territory																																																																																		
British Columbia	Hong Kong	Nevada	Taiwan																																																																																			
California	Idaho	New Mexico	Thailand																																																																																			
<u>Region 2</u>																																																																																						
Alabama	Illinois	Manitoba	Northern Ireland, UK	South Africa																																																																																		
Arkansas	Indiana	Minnesota	Oklahoma	South Dakota																																																																																		
Bahrain	Iowa	Mississippi	Pakistan	Spain																																																																																		
Botswana	Kansas	Missouri	Romania	Tennessee																																																																																		
Cypress	Kentucky	Namibia	Russia	Texas																																																																																		
England, UK	Ireland	Mauritius	Saskatchewan	Turkey																																																																																		
Germany	Latvia	Nebraska	Saudi Arabia	Wales, UK																																																																																		
Greece	Lithuania	Netherlands	Scotland, UK	Wisconsin																																																																																		
Iceland	Louisiana	North Dakota	Slovenia	Zambia																																																																																		

	<p>Region 3</p> <table> <tr> <td>Bahamas</td> <td>Florida</td> <td>Michigan</td> <td>North Carolina</td> <td>Rhode Island</td> </tr> <tr> <td>Barbados</td> <td>Georgia</td> <td>New</td> <td>Nova Scotia</td> <td>South Carolina</td> </tr> <tr> <td>Brazil</td> <td>Grenada</td> <td>Hampshire</td> <td>Ohio</td> <td>Vermont</td> </tr> <tr> <td>Connecticut</td> <td>Maine</td> <td>New Brunswick</td> <td>Ontario</td> <td>Virgin Islands</td> </tr> <tr> <td>Delaware</td> <td>Maryland</td> <td>New Jersey</td> <td>Pennsylvania</td> <td>Virginia</td> </tr> <tr> <td>District of Columbia</td> <td>Massachusetts</td> <td>New York</td> <td>Quebec</td> <td>West Virginia</td> </tr> <tr> <td></td> <td></td> <td>Newfoundland</td> <td></td> <td></td> </tr> </table>	Bahamas	Florida	Michigan	North Carolina	Rhode Island	Barbados	Georgia	New	Nova Scotia	South Carolina	Brazil	Grenada	Hampshire	Ohio	Vermont	Connecticut	Maine	New Brunswick	Ontario	Virgin Islands	Delaware	Maryland	New Jersey	Pennsylvania	Virginia	District of Columbia	Massachusetts	New York	Quebec	West Virginia			Newfoundland		
Bahamas	Florida	Michigan	North Carolina	Rhode Island																																
Barbados	Georgia	New	Nova Scotia	South Carolina																																
Brazil	Grenada	Hampshire	Ohio	Vermont																																
Connecticut	Maine	New Brunswick	Ontario	Virgin Islands																																
Delaware	Maryland	New Jersey	Pennsylvania	Virginia																																
District of Columbia	Massachusetts	New York	Quebec	West Virginia																																
		Newfoundland																																		
5.00	COMMITTEES, TASK FORCES, AND AFFILIATIONS																																			
5.01	The president, in cooperation with the president-elect, shall annually determine the number of members of each committee and task force, unless otherwise designated in the bylaws or these rules.																																			
5.02	<p>Except as otherwise provided by the bylaws or these rules, one of the members of a committee or task force shall be designated by the president as the chair. The member so designated shall serve as chair for a one year period. In order to be eligible for appointment as a committee chair, a member must have successfully completed <i>IAAO Workshop 171 Standards of Professional Practice and Ethics</i>, demonstrate extensive competence in the committee’s area of responsibility, and must further furnish documentation that he or she complies with at least three of the following:</p> <ul style="list-style-type: none"> • Holds an active IAAO designation; • Has been a member of IAAO for at least five years; • Has completed at least three IAAO courses; • Has served on an IAAO committee or task force; • Has served as an IAAO Representative; • Holds a state or provincial designation/certification; • Has attended at least two IAAO annual conferences; • Is an IAAO accredited member; • Has authored an article in an IAAO publication within the past five years; • Has served as an officer in a local chapter of IAAO; • Has served as an officer in an affiliated state or provincial assessor association; • Has served as an IAAO instructor; • Has served as a designation grader or CEAA grader; or • Has served as a professional designation advisor. 																																			
5.03	If a committee or task force member changes membership category during a term, the member may serve the remainder of the year.																																			
5.04	Terms of committee members shall run concurrently with the appointing authority, except that the terms of the conference committee and the local host task force members shall begin on the day following the annual conference and shall end at the close of the annual conference in the year their term ends.																																			
5.05	The president shall annually determine the number of in-person committee or task force meetings, in accordance with the annual budget and strategic plan.																																			

5.06	A vote may be taken by any committee or task force by a telephone vote, by conference telephone, or other electronic means by which all participants can communicate with each other in real time.
5.07	The executive director shall assign IAAO staff members as liaisons to committees and task forces. A chair may make a written request for additional staff assistance to the executive director. Included in the written request shall be an estimate of the amount and nature of project work, estimate of personnel time required, and any other non-personnel resource required.
5.08	The chair of each committee or task force shall report in writing to the board of directors, delivering a written report to the executive director no later than 21 days prior to the board of directors meeting. The report shall include actions and/or motions for consideration by the board of directors. Late submissions may be considered by a majority vote of the board.
5.09	All minutes of committees and task forces shall be delivered to the executive director not more than thirty days after the meeting, on the standard minutes form. The association headquarters will act as the repository for all agendas and minutes.
5.10	The board of directors shall establish a task force to review, revisit, and revise, if necessary, the entire structural focus of the association approximately every five years.
5.20	Finance Committee The finance committee shall be composed of six members to include the following: <ul style="list-style-type: none"> • President-elect, chair; • Vice president; • One regular at-large director in the first year of his/her term; • One regular at-large director in the second year of his/her term; • One regular at-large director in the third year of his/her term; and • One associate member.
5.21	The finance committee shall present to the board of directors at each of its meetings a financial report that includes: <ul style="list-style-type: none"> • Its best estimate of projected surplus/deficit for the current fiscal year; • A list of revenues and expenditures that includes the amount of budget approved; amount of budget spent to date, and the difference; • A separate list of any budget deficits; • A recommendation for suggested actions, including possible revisions to the budget, if necessary; and • A summary of revenues and expenses, and changes in the operating fund balance.
5.22	The finance committee shall annually: <ul style="list-style-type: none"> • Review and make recommendations to the executive director's proposed annual budget prior to the submission to the board of directors; • Review the bids from the executive director regarding the employment of an auditing firm; • At least every three years recommend to the board of directors approval of an independent accounting firm to audit the association funds and fiscal operations; • Oversee the performance of the audit; • Review the audit findings and recommendations; and

	<ul style="list-style-type: none"> • Present the audit findings and recommendations to the board of directors
5.30	<p>Nominating Committee</p> <p>In addition to special projects assigned by the board of directors, this committee shall:</p> <ul style="list-style-type: none"> • Annually identify current and potential candidates who show willingness to serve the association and support its mission and commitments; • Prepare a slate of candidates for the open board positions; and • Review the geographic makeup of election regions at least every five years.
5.40	<p>Affiliations</p> <p>Applications to become chapters or other affiliations of IAAO shall be submitted to the executive director. A majority vote shall be required to approve all such applications.</p>
5.41	The list of approved chapters and affiliates shall be maintained on the IAAO website.
6.00	PROFESSIONAL DEVELOPMENT PROGRAMS AND RECERTIFICATION
6.01	All IAAO professional development programs shall be administered by the professional development committee. All professional development program examinations are graded on a pass/fail basis only. A passing grade is seventy percent.
6.02	Recertification requirements apply to all IAAO professional designees. Recertification cycles are established based on the date the designation is conferred and consist of five consecutive years. Cycles established manually begin January 1 immediately following the date the designation is conferred and extended for five consecutive years. Cycles established by software begin the date the designation is conferred and extend for five consecutive years. The official recertification date shall be the last day of each recertification cycle.
6.03	The professional development committee may, on written request, extend a recertification cycle for a period of up to one year, without adjustment to the subsequent cycle. Such request must be received at least thirty days prior to the recertification deadline. Recertification credit accumulated in any five-year cycle shall not be applied toward satisfying the requirement for a previous or subsequent recertification cycle. An extension request that has been denied may be appealed to the board of directors, whose decision shall be final.
6.04	Recertification requires a minimum of 70 tested or untested credit hours. The recertification program shall be administered by the professional development committee, which has the full authority and responsibility for overseeing that designees fully comply with each aspect of the IAAO professional designation program and these procedural rules.
6.05	Recertification requires that designees must successfully complete education covering appraisal standards governing their jurisdiction. Designees who practice in the United States must accumulate a minimum of 14 hours of education by successfully completing at least two different releases of IAAO 151,181,191, or a like foundation-approved USPAP course. In addition, each designee must successfully accumulate a minimum of two hours of IAAO ethics education by completing IAAO Workshop 171 or IAAO-sponsored ethics sessions that qualify for continuing education credit.

6.06	Requests for recertification credit will be processed during the two-month period following the recertification date. Requests received after the two-month period will be processed within the following two months, except during an extension period, or when all recertification requirements have been fulfilled. Requests for recertification credit during an extension period will be processed immediately upon receipt.
6.07	The designee is responsible for maintaining his or her individual record of recertification credit confirmations. IAAO will issue a report to each designee concerning his or her progress in meeting recertification requirements once each year.
6.08	Application and processing fees shall be applicable to all reinstatement applications and are nonrefundable. The application fee covers a period from the date of application to December 31 following the date of application or such other date as may be fixed by the professional development committee. However, under no circumstances shall an extension period exceed one year, this one year extension being from the date of application for reinstatement.
6.09	IAAO approved instructors may claim credit for teaching IAAO courses and workshops up to half of the recertification hours required. Credit for instructing any given course, workshop, or seminar may only be awarded once during the recertification cycle.
6.10	Recertification credit will be granted for the writing of original articles published in assessment/appraisal journals. Such articles must contribute to assessment administration, cadastral mapping, or appraisal knowledge and be published for state, provincial, national, or international interest. Short newsletter articles, press releases, and job-related instruction manuals are specifically excluded from consideration. Articles submitted shall be individually evaluated for credit by the professional development committee.
6.11	A minimum of three credit hours will be granted for each article. A designee may receive credit for several articles per recertification cycle, up to a maximum of fifteen credit hours within any recertification cycle. An article that has been co-authored will receive proportional credit.
6.12	Request for exemption from recertification for other than retired designees will be reviewed by the professional development committee and, in extenuating circumstances, the professional development committee may approve an exemption.
6.13	Upon approval of the professional development committee, designees no longer using the designation as a credential in assessment or appraisal work shall be exempt from mandatory recertification and shall not be required to pay designation dues.
6.20	Termination
6.21	Failure to recertify or nonpayment of designation dues for a period of three months from the date they become due and payable shall automatically terminate the designation. Notice shall be sent advising the former designee of the termination. The notice shall contain language regarding the rights and process for reinstatement. If all outstanding requirements are met within the year of termination, reinstatement may be approved administratively.
6.22	Upon notice to the designee that a designation has been terminated, the designee shall have thirty days to appeal. Such appeal must be in writing and must be received by the executive director within thirty days of the date of notification of termination. In such case, the board of directors shall allow the individual to state their case to the board of directors prior to final decision.

6.23	When an IAAO credential or designation is terminated, the individual or jurisdiction shall not claim association with or display such IAAO credential or designation in any manner. The association shall ensure that the public and the profession are made aware of those persons or members who have had their professional designation rescinded by the board of directors.
6.24	The board of directors may, after consultation with the professional development committee, reinstate a designation.
7.00	PROFESSIONAL MEMBERS
7.01	To qualify as an IAAO professional member, the applicant must have at least three years of experience in the assessment profession, hold no IAAO designations, be a member of IAAO in good standing, have successfully completed 150 hours of IAAO education courses and workshops, and pay an annual accreditation fee. In addition: <ul style="list-style-type: none"> • Applicants must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. • Applicants must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.
7.01	Upon successful completion of the requirements, the applicant will be issued a certificate of IAAO professional. Reference may be made on business cards and correspondence after the member's name only as "IAAO-Professional Member".
7.02	IAAO professional member status must be renewed every five years by successfully completing at least 30 hours of IAAO education courses and workshops. In addition, education covering appraisal standards governing their jurisdiction must also be completed. Participants who practice in the United States must accumulate a minimum of 14 hours of education by successfully completing at least two different releases of IAAO 151, 181, 191, or a like foundation approved USPAP course. Each participant must successfully complete IAAO Workshop 171 within each cycle.
7.10	Certified Assessment Evaluator (CAE)
7.11	To qualify for the CAE designation, the following general requirements must be in place on the date of applying to sit for the comprehensive examination: <ul style="list-style-type: none"> • At least five years of experience in property appraisal or assessment administration. • The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 102: Income Approach to Valuation ○ IAAO Course 400: Assessment Administration ○ IAAO Course 112: Income Approach to Valuation II ○ IAAO Course 311: Residential Modeling Concepts, IAAO Course 311: Real Property Modeling Concepts, or IAAO Course 312: Commercial/Industrial Modeling Concepts • Candidates must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education,

	<p>USPAP is required.</p> <ul style="list-style-type: none"> • Candidates must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.
7.12	<p>Prior to applying for any examination or submitting any report under this section, one must be a candidate in good standing in the CAE program. The candidate must have credit for two projects, one on residential real property and one on commercial real property. It is a requirement that at least one of the projects must be a real property demonstration narrative appraisal report.</p>
7.13	<p>CAE candidates must, prior to sitting for the comprehensive examination, hold a bachelor's degree (or equivalent) or higher from an accredited college or university. In lieu of a bachelor's degree, candidates must be a high school graduate (or equivalent) and satisfy one of the following options:</p> <ul style="list-style-type: none"> • Complete a minimum of thirty semester hours (ten points per three credit hours) of specific subject area coursework or pass College-Level Examination Program (CLEP) examinations equivalent from an accredited college or university with a grade of "C" or higher. Subject areas include: English composition, economics or finance, geography, algebra, geometry, statistics or higher mathematics, accounting, business law, real estate law or valuation; • A minimum of ten years of verifiable appraisal and/or assessment administration experience (ten points per year); or • Any combination of education and experience designated above that equals 100 points.
7.14	<p>The candidate must successfully complete one of the following residential projects:</p> <ul style="list-style-type: none"> • A real property demonstration narrative appraisal report, using all recognized approaches to value, on a one-to-four-unit residential property; • A real property demonstration narrative appraisal report, using all recognized approaches to value, on the computer-assisted valuation of a group of residential properties; or • An eight-hour residential case study examination (maximum three attempts).
7.15	<p>The candidate must successfully complete one of the following commercial projects:</p> <ul style="list-style-type: none"> • A real property demonstration narrative appraisal report, using all recognized approaches to value on an income-producing property (as defined in <i>Guide to Real Property Demonstration Appraisal Report Writing</i>); • A real property demonstration narrative appraisal report, using all recognized approaches to value, on the computer-assisted valuation of a group of income-producing properties; or • The case study examination on the mass appraisal of income-producing property (maximum three attempts).
7.16	<p>Candidates for the CAE who also hold the AAS, PPS, or CMS designation are not required to complete the residential project portion of the requirements, but must complete one of the following:</p> <ul style="list-style-type: none"> • A real property demonstration narrative appraisal report, using all recognized approaches to value, on an income-producing property (as defined in the <i>Guide to Real Property Demonstration Appraisal Report Writing</i>); or • A real property demonstration narrative appraisal report, using all recognized approaches to value, on the computer-assisted valuation of a group of income-producing properties.

7.17	Candidates for the CAE who hold the RES designation and who have not written a real property demonstration narrative appraisal report on a 1 to 4 unit residential property as otherwise allowed, must complete a demonstration narrative appraisal report on an income-producing property (as defined in the <i>Guide to Real Property Demonstration Appraisal Report Writing</i>). Candidates for the CAE who hold the RES designation and who have written a real property demonstration narrative appraisal report on a 1 to 4 unit residential property as otherwise allowed must successfully complete one of the three acceptable commercial projects.
7.18	The CAE comprehensive examination may be requested only after all other requirements are in place. Upon successfully completing the CAE comprehensive examination, the candidate must submit an affidavit attesting to his or her experience before the designation can be conferred.
7.19	
7.20	Residential Evaluation Specialist (RES)
7.21	<p>To qualify for the RES designation, the following general requirements must be in place on the date of applying to sit for the master examination.</p> <ul style="list-style-type: none"> • The candidate must have at least three years of experience in appraising residential real property. • The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 102: Income Approach to Valuation ○ IAAO Course 300: Fundamentals of Mass Appraisal ○ IAAO Course 311: Residential Modeling Concepts or IAAO Course 311: Real Property Modeling Concepts • Candidates must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. • Candidates must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.
7.22	<p>Prior to applying for any examination or submitting any report under this section, one must be a candidate in good standing in the RES program. The candidate must have satisfactorily completed one of the following:</p> <ul style="list-style-type: none"> • A real property demonstration narrative appraisal report, using all recognized approaches to value, on a 1 to 4 unit residential property; • A real property demonstration narrative appraisal report, using all recognized approaches to value, on the computer-assisted valuation of a group of residential properties; • An eight hour case study examination (maximum three attempts) and IAAO Course 201.
7.23	<p>RES candidates must, prior to sitting for the master examination, hold an associate's degree (or equivalent) or higher from an accredited college or university. In lieu of an associate's degree, candidates must be a high school graduate (or equivalent) and satisfy one of the following options:</p> <ul style="list-style-type: none"> • Complete a minimum of twenty-one semester hours (ten points per three credit hours) of specific subject area coursework or pass College-Level Examination Program (CLEP) examinations equivalent from an accredited college or university with a grade of "C" or higher. Subject areas

	<p>include: English composition, economics or finance, geography, algebra, geometry, statistics or higher mathematics, accounting, business law, real estate law or valuation;</p> <ul style="list-style-type: none"> • A minimum of seven years of verifiable appraisal and/or assessment administration experience (ten points per year); or • Any combination of education and experience designated above that equals 70 points.
7.24	The candidate must pass a four hour RES master examination. This examination may be requested only after all other requirements are in place. Upon successfully completing the RES master examination, the candidate must submit an affidavit attesting to his or her experience before the designation will be conferred.
7.30	Cadastral Mapping Specialist (CMS)
7.31	<p>To qualify for the CMS designation, the following general requirements must be in place on the date of applying to sit for the CMS master examination.</p> <ul style="list-style-type: none"> • The candidate must have at least three years of experience in cadastral mapping. • The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 600: Principles and Techniques of Mapping ○ IAAO Course 601: Cadastral Mapping Methods and Applications • Candidates must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. • Candidates must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.
7.32	Prior to applying for any examination or submitting any report under this section one must be a candidate in good standing in the CMS program, be a high school graduate or the equivalent, and pass an eight hour case problem on cadastral mapping.
7.33	The candidate must pass a four hour CMS master examination. The examination may be requested only after all other requirements are in place. Upon successfully completing the CMS master examination, the candidate must submit an affidavit attesting to his or her experience before the designation will be conferred
7.40	Personal Property Specialist (PPS)
7.41	<p>To qualify for the PPS designation, the following general requirements must be in place on the date of applying to sit for the PPS master examination:</p> <ul style="list-style-type: none"> • The candidate must have at least three years of experience in appraising any class of personal property or in administering a personal property valuation system. • The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 102: Income Approach to Valuation or IAAO Course 112 Income Approach to Valuation II ○ IAAO Course 500: Assessment of Personal Property • Candidates must successfully complete education covering appraisal standards governing their

	<p>jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. PPS candidates may take a foundation approved 15-hour USPAP personal property course.</p> <ul style="list-style-type: none"> • Candidates who practice in the United States must successfully complete IAAO 151 or a foundation-approved two-day USPAP course. • must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics. • The candidate must have credit for additional course(s) and/or workshop(s) of at least 40 credit hours on appraising personal property. Non-IAAO courses/seminars/workshops may be credited towards the 40 credit hours if approved by the professional development committee. Seminars/workshops must consist of a minimum of three instructional hours with an examination preferred, but not compulsory. The candidate is required to include a syllabus of the course when requesting equivalent credit, except for courses that have been pre-approved.
7.42	<p>Prior to applying for any examination or submitting any report under this section, one must be a candidate in good standing in the PPS program. The candidate must have satisfactorily completed one of the following:</p> <ul style="list-style-type: none"> • A personal property demonstration narrative appraisal report, using the recognized approaches to value, on a retail, service, or manufacturing business, or • An eight-hour comprehensive case study examination (maximum three attempts).
7.43	<p>PPS candidates must, prior to sitting for the master examination, hold an associate degree (or equivalent) or higher from an accredited college or university. In lieu of an associate degree, candidates must be a high school graduate (or equivalent) and satisfy one of the following options:</p> <ul style="list-style-type: none"> • Complete a minimum of twenty-one semester hours (ten points per three credit hours) of specific subject area coursework or pass College-Level Examination Program (CLEP) examinations equivalent from an accredited college or university with a grade of “C” or higher. Subject areas include: English composition, economics or finance, geography, algebra, geometry, statistics or higher mathematics, accounting, business law, real estate law or valuation; • A minimum of seven years of verifiable appraisal and/or assessment administration experience (ten points per year); or • Any combination of education and experience designated above that equals 70 points.
7.44	<p>The candidate must pass a four hour PPS master examination. This examination may be requested only after all other requirements are in place. Upon successfully completing the PPS master examination, the candidate must submit an affidavit attesting to his or her experience before the designation will be conferred.</p>
7.50	Assessment Administration Specialist (AAS)
7.51	<p>To qualify for the AAS designation, the following general requirements must be in place on the date of applying to sit for the AAS master examination.</p> <ul style="list-style-type: none"> • The candidate must have at least three years of experience in the assessment field. • The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 102: Income Approach to Valuation ○ IAAO Course 400: Assessment Administration

	<ul style="list-style-type: none"> ○ IAAO Course 402: Tax Policy ● Applicants must successfully complete an IAAO course from the 300 series. ● Candidates must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. ● Candidates must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.
7.52	<p>Prior to applying for any examination or submitting any report under this section, one must be a candidate in good standing in the AAS program with a high school diploma or equivalent. The candidate must have satisfactorily completed one of the following:</p> <ul style="list-style-type: none"> ● An assessment administration case study examination (maximum three attempts); ● An assessment administration research project; or ● An evaluation of a jurisdiction’s assessment practices. <p>Candidates will be given only two attempts to successfully complete the research project or the evaluation.</p>
7.53	<p>The candidate must pass a four hour AAS master examination. This examination may be requested only after all other requirements are in place. Upon successfully completing the AAS master examination, the candidate must submit an affidavit attesting to experience before the designation will be conferred.</p>
7.60	<p>Mass Appraisal Specialist (MAS)</p>
7.61	<p>To qualify for the MAS designation, the following general requirements must be in place on the date of applying to sit for the MAS master examination.</p> <ul style="list-style-type: none"> ● The candidate must have at least three years of experience in in mass appraisal of real property. ● The candidate must have credit for the following educational courses: <ul style="list-style-type: none"> ○ IAAO Course 101: Fundamentals of Real Property Appraisal ○ IAAO Course 102: Income Approach to Valuation ○ IAAO Course 300: Fundamentals of Mass Appraisal ○ IAAO Course 331: Mass Appraisal Practices and Procedures ○ IAAO Course 332: Modeling Concepts ○ IAAO Course 333: Residential Model Building ● Candidates must successfully complete education covering appraisal standards governing their jurisdiction. Candidates who practice in the United States must successfully complete IAAO 151 or a foundation approved two-day USPAP course. In the absence of local standards education, USPAP is required. ● Candidates must successfully complete IAAO Workshop 171 Standards of Professional Practices and Ethics.

7.62	<ul style="list-style-type: none"> • Prior to applying for any examination or submitting any report under this section, one must be a candidate in good standing in the MAS program with an associate’s degree (or equivalent) or higher from an accredited college or university. In lieu of an associate’s degree, candidates must be a high school graduate (or equivalent) and satisfy one of the following options: Complete a minimum of twenty-one semester hours (ten points per three credit hours) of specific subject area coursework or pass College-Level Examination Program (CLEP) examinations equivalent from an accredited college or university with a grade of “C” or higher. Subject areas include: English composition, economics or finance, geography, algebra, geometry, statistics or higher mathematics, accounting, business law, real estate law or valuation; • A minimum of seven years of verifiable mass appraisal and/or assessment administration experience (ten points per year); or • Any combination of education and experience designated above that equals 70 points.
7.63	<p>The candidate must have satisfactorily completed one of the following:</p> <ul style="list-style-type: none"> • A real property demonstration report using all three approaches to value on a universe of residential properties; • A real property demonstration report using all three approaches to value on a universe of commercial income producing properties; or • A capstone real property demonstration report using all three approaches to value on a universe of properties.
7.64	<p>The candidate must pass a four hour MAS master examination. This examination may be requested only after all other requirements are in place. Upon successfully completing the MAS master examination, the candidate must submit an affidavit attesting to experience before the designation will be conferred.</p>
8.00	CERTIFICATE OF EXCELLENCE IN ASSESSMENT ADMINISTRATION PROGRAM (CEAA)
8.01	<p>The foundation for the CEAA program shall be the latest revision of the <i>Assessment Practices: Self-Evaluation Guide</i> published by IAAO.</p>
8.02	<p>The candidate jurisdiction must be an appraisal and assessment agency and not solely an oversight agency. Jurisdictions applying for the certificate must identify the year of compliance, and this date may be no more than one year from the mailing of final notices for that year.</p>
8.03	<p>IAAO shall assign a mentor and an independent grader or panel of graders upon application to determine if the jurisdiction’s submission meets the criteria outlined in the <i>Assessment Practices: Self-Evaluation Guide</i>. The mentor or grader shall have participated in the successful completion of the CEAA process or have been a member of the former CEAA subcommittee. In addition, the mentor or grader shall have attended the CEAA mentor/grader training.</p>
8.04	<p>Certified jurisdictions are required to provide a mentor or grader for one future program candidate during its five-year recertification cycle. Unless otherwise stated, the contact listed on the jurisdiction’s program application will be used.</p>
8.05	<p>Certification shall be effective starting the following January 1 and ending December 31 five years hence.</p>

8.06	A grader or panel of graders shall be assigned by IAAO to evaluate the answers for accuracy, completeness of information, and supplemental documentation to include in exhibits. All questions are graded on a sliding scale and partial credit may be given.
8.07	To receive the IAAO Certificate of Excellence in Assessment Administration (CEAA), a score of 80 percent or higher must be received for each applicable chapter. If a candidate does not receive a score of 80 percent or higher on any chapter(s), they will be notified of those chapters and questions where they are not compliant. The candidate will be given the opportunity to revise or provide additional documentation. If the second revision attempt is not compliant, the candidate shall be allowed to make a third revision for a fee. If such revision is unsuccessful, the jurisdiction shall submit a new application with a new year of compliance and applicable fees.
8.08	All certificate holders must reapply for recertification after the completion of their fourth year. The recertification documentation will include a letter of transmittal, summary of material changes since the original certification, four rewritten chapters (excluding Chapter 1), and a spreadsheet of continued education hours.
8.09	The certificate shall be granted by the professional development committee. A jurisdiction that has not been granted certification may appeal to the IAAO board of directors, whose decision shall be final.
9.00	ADMINISTRATIVE
9.01	The federal registration symbol must be used in connection with the IAAO logo (®). The IAAO logo may be reproduced only in the colors and formats provided by the association, on any background, and at any size, as long as the federal registration symbol is recognizable and the logo is not altered other than resized. Any exceptions shall require the express written permission of the executive director. Any violations of the logo use policy may result in remedial action.
9.02	The IAAO logo may be used to identify a member of the association in good standing. The IAAO logo may not be used to identify companies or groups that are not IAAO member groups. The professional designation logos may be used only by designated IAAO members in good standing.
9.03	The IAAO logo may appear on stationery and business cards of IAAO members. IAAO logos may not be incorporated as part of or assimilated into a business name, business logo, or corporate identity. The IAAO logo may be used by IAAO chapters and affiliates in conjunction with chapter and affiliate logos provided that the IAAO logo remains unchanged and separate from the chapter logo.
9.04	Whenever a deadline and/or specific time is mentioned in IAAO governing documents, that time shall be the time zone in which IAAO headquarters is located.
9.10	Copyrighted Material
9.11	With respect to its copyrighted material, the association retains the right to do and to authorize any of the following as provided by law: <ul style="list-style-type: none"> • to reproduce the copyrighted work; • to prepare derivative work based upon the copyrighted work, and • to distribute the copyrighted work to the public.

	The association, by granting limited nonexclusive rights to others, does not restrict or limit its own exclusive copyright rights.
9.12	All requests to use association copyright-protected material must be made in writing to the executive director and must be specific as to the material to be used, the length of time it will be used, and the nature of the use. Grants or denials will be in writing, will be dated, and will be similarly specific. Notification by e-mail shall be considered notification in writing, provided that all other conditions are met. In all cases the granting of permission must include a requirement that appropriate credit be given to the association with an indication that the association retains the copyright.
9.13	Chapters, agencies, affiliates, and members have the privilege of reprinting IAAO articles in their periodicals after submitting notification to IAAO. Upon approval, a blanket permission statement will be issued identifying copyright and use restrictions, provided that the association retains the copyright to the material reprinted. The reprint must credit the association and the site name and issue of the periodical from which the material was reprinted.
9.14	The following is a list of information to be obtained from a party requesting permission to use association material: <ul style="list-style-type: none"> • The intended use and distribution of the materials to be used including page number, chapter, and, if possible, a copy of the work in which the material will be reproduced; • The length of time that the material will be used and number of copies to be published; • Whether the materials will be sold, and if sold, the price charged; • Type of reproduction (photocopy, typeset, video, web, and so on); and • The fee charged, if any, for use of material.
9.15	For permission requests that substantially affect IAAO or the requestor financially, the above information, including any fee for the use of the material, as well as all other information pertaining to the permission, is to be given to the executive director, who shall forward it to the association counsel for review and recommendation of approval or denial. Requests that potentially represent an economic loss to the association (\$500.00 or more) must be discussed with the board of directors before approval or denial is granted.
9.16	Any violation of the copyright or permission to use the copyrighted material shall be referred to the association counsel and to the ethics committee. When the violation involves the use of education material, such as course materials and student handbooks or workbooks, the violation shall also be referred to the education committee.
9.17	In addition to the above requirements, requests to use educational materials must be coordinated with and approved by the executive director. The executive director shall provide an annual report to the education committee with an accounting of the use of all educational materials used by other individuals, chapters, affiliates, or agencies.
10.00	NOMINATIONS AND ELECTIONS
10.01	A candidate questionnaire approved by the board of directors shall be made available to all members. Completed questionnaires must be returned to IAAO headquarters, and shall be distributed to the nominating committee no later than July 1. The committee may also seek other individuals for nomination.

10.02	Names of candidates who have returned questionnaires shall be given to any member on request.
10.03	<p>The committee shall first determine a potential candidate's qualifications for the position sought by examining whether the candidate:</p> <ul style="list-style-type: none"> • Is a member in good standing; • Is in the proper membership category; • Has not been convicted of ethical violations or crimes of office; and • Is in compliance with the IAAO governing documents.
10.03a	<ul style="list-style-type: none"> • Have completed IAAO Workshop 171 Standards of Professional Practice and Ethics • Have been an IAAO member for at least five years • Have served on an IAAO Committee or Task Force • Have attended at least two IAAO Annual Conferences • Have attended (classroom, online, or self-study) and passed the examinations for at least three thirty-hour IAAO courses; or has attended (classroom, online, or self-study) and passed the examinations for at least two thirty-hour IAAO courses and has attended an additional 40 hours (does not include exam challenges) of IAAO education (courses, workshops, one-day forums, webinars)
10.04	The nominating committee shall meet to set candidate interviews as necessary. All members shall be notified of the date, time, and place of the meeting as soon as it is scheduled. Interviews shall be conducted prior to August 1.
10.05	The names of those members selected as candidates shall be certified by the committee chair to the executive director by August 15. The executive director shall post the list of candidates on the website immediately following certification and notification to the candidates. The executive director shall publicize the names of the members nominated in an IAAO publication as soon as possible.
10.06	A member who has not been selected may petition to be placed on the ballot. The petitions for nomination shall contain the printed name, signature, jurisdiction/organization, state/province/country of each signatory, and whether the signatory is a regular or associate member.
10.07	<p>The following standards shall apply to nominating petitions:</p> <ul style="list-style-type: none"> • All names shall be clearly printed so that the identity of the signatory can be readily determined and verified. Those names that are not legible will be disallowed. • Only those signatures of regular and associate members in good standing whose dues are current will be allowed. • After review by the executive director, the results shall be forwarded to the Nominating Committee, including a report on the number of signatures that were disallowed. • Upon verification that the petition submitted has a sufficient number of valid signatures, the candidate shall be certified as eligible for election for the position determined by membership situs and category.
10.08	Election endorsements shall not be included in the candidate's profile brochure or in any campaign advertisements appearing in IAAO publications or IAAO generated electronic media. All campaign advertisements appearing in IAAO publications or IAAO-generated electronic media, prior to official

	nomination by the nominating committee, must clearly indicate that the individual is only a potential candidate.
10.09	A candidate for the position of president-elect or vice president shall not receive more than \$100 from any one member and more than \$500 from any one affiliate or chapter, and shall not expend more than \$10,000 in total for the campaign expenditures made by the candidate or in the candidate's behalf.
10.10	A candidate for a position as a member of the board of directors shall not receive more than \$100 from any one member and more than \$500 from any one affiliate or chapter, and shall not expend more than \$5,000 in total for the campaign expenditures made by the candidate or in the candidate's behalf.
10.11	All IAAO staff shall remain neutral in all aspects of the campaign, nomination, and election of officers and board of directors members. The executive director may be contacted concerning campaign, nomination, and election procedures.
10.12	Ballots and profiles shall be sent electronically to all regular members by November 1. In the years an associate member is elected, a separate ballot shall be sent electronically to all associate members by November 1. Members as of October 1 shall be sent ballots. Balloting will be closed at midnight on November 15.
10.13	The certified results of the election, including the vote count, shall be delivered to the executive director by November 20.
10.14	The executive director shall notify all candidates, the board of directors, and the nominating committee of the election results no later than November 27.
10.15	All candidates are entitled to receive election results by election region and each state/province/country having at least five votes.