



**IAAO**

INTERNATIONAL ASSOCIATION  
of **ASSESSING OFFICERS**

*Valuing the World*

# **Nominations & Elections Manual**

*(Revised August 2024)*

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# SECTION 1

## Introduction

*IMPORTANT – IAAO manuals are intended to provide information. Much of the content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the IAAO bylaws and procedural rules, those IAAO governing documents prevail. It is the responsibility of the committee to recommend updates to this manual.*

The president and president-elect determine the number of members of each committee and task force, with one member designated as chair for a one-year term. To be eligible for appointment as a committee chair, a member must have met the eligibility criteria listed in the IAAO procedural rules. There may also be a staff liaison, task forces, and subject matter experts assigned to support the work of the committee as needed.

The chair coordinates the work of each committee. The chair is responsible for directing the members and activities of the committee to ensure that goals and objectives are met.

### **The responsibilities of the chair are to:**

- Determine methods by which the committee charges are met;
- Prepare agendas for meetings and distribute required resources;
- Set expectations for members' contributions and responsibilities;
- Delegate and monitor work assignments;
- Ensure committee work is completed in an efficient and cost-effective manner;
- Recommend committee appointments;
- Ensure that meeting notes are taken and that the minutes are produced;
- Distribute minutes of meetings; and
- Report to the board of directors as requested.

### **Committee members work toward the fulfillment of IAAO's objectives by:**

- Reviewing all relevant material/background information;
- Completing assignments assigned by the chair;
- Meeting all deadlines;
- Supervising the work of assigned task forces and assisting as necessary; and
- Participating in all meetings and activities of the committee.

All committee chairs must complete *IAAO Workshop 171* prior to service on the committee. Committees hold in-person meetings as approved by the president. All expenses for these meetings are paid per IAAO's expense guidelines. In addition, committees use electronic communication for ongoing collaboration throughout the year.

The nominating committee is composed of four regular members and one associate member, all of whom are appointed annually by the board. The board appoints the chair from among the regular members. The committee is responsible for identifying and screening potential candidates for office. Nominations may also be made by petition.

**In addition to special projects assigned by the board of directors, this committee shall:**

- 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.

Members of the nominating committee are not eligible to become candidates.

Candidates for officer positions must have served at least three full years as a regular at-large director, followed by one year's absence from the board.

## SECTION 2

# Timeline

<b>July 1</b>	Candidate questionnaires and profiles due to headquarters
<b>July 31</b>	Deadline for conducting interviews of potential candidates <ul style="list-style-type: none"> <li>• Candidate names reported to the executive director</li> </ul>
<b>August 15</b>	<ul style="list-style-type: none"> <li>• List of candidates posted on the website</li> <li>• Names of the members nominated published in an IAAO publication as soon as possible</li> </ul>
<b>August – October</b>	Candidates for election who petition to be placed on the ballot must have sent the petition and completed paperwork to Executive Director no later than five days after Annual Conference
<b>October 1</b>	Must be a member by this date to be eligible to receive election ballot
<b>November 1</b>	Ballots sent electronically to all members
<b>November 15</b>	Balloting closed at midnight
<b>November 20</b>	Certified results (including vote counts) sent to the executive director <ul style="list-style-type: none"> <li>• Deadline for notification of results to candidates, board of directors, and nominating committee</li> </ul>
<b>November 27</b>	<ul style="list-style-type: none"> <li>• Candidates may receive election results for their election region and each state, province, and country having at least five votes</li> </ul>
<b>December 1</b>	Deadline for the notification of the results
<b>December 7</b>	Deadline for campaign financial reports

# SECTION 3

## Tasks and Procedures

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### NOMINATING PROCESS

Potential candidates are sent a copy of the nominating and election rules. Names of those who have submitted candidate questionnaires are available on request. Candidates may also be nominated by petition in accordance with the procedural rules.

Eligible members may petition to have their names placed on the ballot for any one elected position. Completed petitions must be submitted to the executive director within five days following the end of the annual conference, along with a completed candidate questionnaire, profile, and photograph. Petitions for officer positions or regular at-large director positions must be signed by no fewer than five percent of the total number of regular members, and petitions for the associate at-large director position shall be signed by no fewer than five percent of the associate members. All members whose names appear on petitions must be members of IAAO as of January 1 of that year. No state or province shall represent or account for more than twenty-five percent of the required total. The executive director certifies the requirements have been met.

**The committee shall first determine a potential candidate's eligibility for the position sought by examining whether the candidate:**

- Is a member in good standing;
- Is in the proper membership category;
- Has not been convicted of ethical violations or crimes of office;
- Is in compliance with the IAAO governing documents;
- Has completed IAAO Workshop 171 Standards of Professional Practice and Code of Ethics;
- Has been an IAAO member for at least five years;
- Has served on an IAAO committee or task force;
- Has attended at least two IAAO annual conferences; and
- Has attended and passed the examinations for at least three thirty-hour IAAO courses (classroom or online); or has attended (classroom or online,) and passed the examinations for at least two thirty-hour IAAO courses (classroom or online) and has attended an additional 40 hours (does not include examination challenges) of IAAO education (courses, workshops, one-day forums, webinars).

The nominating committee shall meet to set candidate interviews as necessary. The names of those members selected as candidates shall be certified by the committee chair to the executive director, who shall post the list of candidates on the website immediately following certification and notification. The executive director shall publicize the names of the members nominated in an IAAO publication as soon as possible.

Candidates are persons who have been nominated by the nominating committee, publicly declared that they are seeking an IAAO elective position, solicited contributions or endorsements for such a position, or have made any campaign expenditures on their own behalf.

## PETITIONS

A member may petition to be placed on the ballot. The petition 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. Completed petitions must be submitted to the executive director along with a completed candidate's questionnaire, profile, and photograph.

All names shall be clearly printed so the identity of the signatory can be readily determined and verified. Names that are not legible will be disallowed. Only signatures of regular and associate members in good standing 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 disallowed. Upon verification that the petition submitted has a sufficient number of valid signatures, the candidate shall be certified as eligible.

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## CAMPAIGNING

Members doing IAAO business, such as instructors or committee members, shall not engage in any political activity on behalf of themselves or other candidates when on an instructing assignment or when representing IAAO. All staff remain neutral in all aspects of the campaign, nomination, and election process, except for advising on procedures.

Endorsements shall not be included in the candidate's profile brochure or in any campaign advertisements appearing in IAAO publications, IAAO written documents or presentations or IAAO generated electronic media. All campaign advertisements appearing in IAAO publications or electronic media shall clearly indicate what person or organization paid for and/or sponsored the advertisements. Campaign materials created by and paid for by the candidate may include endorsements. Only candidates may run ads in IAAO publications or electronic media. Ads in IAAO documents must be approved and paid for by the candidates.

Candidate profiles are limited to 1,800 characters (approximately two hundred and fifty words) using the provided form and may be edited by the executive director for style but not for content. Candidate profiles may only include IAAO professional designations IAAO Professional (IAAO-P), or IAAO Fellow Award (FIAAO). Names of candidates will be arranged in alphabetical order by last name and will include an indication of whether the candidate was nominated by the nominating committee or by petition.

Candidates shall not make campaign expenditures or receive or otherwise benefit from contributions that would give the appearance of impropriety. Regular member candidates shall only accept direct cash contributions or personal service contributions from regular members, IAAO chapters, or IAAO affiliates. A candidate for the position of president-elect, vice president, or board of directors shall not receive more than \$100 from any one member and more than \$500 from any one affiliate or chapter. A candidate for president-elect or vice president shall not expend more than \$10,000 in total for the campaign expenditures, and a candidate for board of directors shall not expend more than \$5,000 for campaign expenditures made by the candidate or on the candidate's behalf. Candidates for the associate member position shall accept direct cash contributions or personal service contributions only from associate members.

Candidates must file a campaign report on a form approved by the board of directors. To be Included on the report is a list of all campaign contributions received and campaign expenditures made by the candidate or on the candidate's behalf of which the candidate is aware. All campaign reports are reviewed by the chair of the nominating committee for a violation of these rules. If the chair of the nominating committee finds a violation it must be presented to the ethics committee. Failure to file a campaign report by the due date may be referred to the ethics committee.

Any member wishing to file a complaint for any alleged misconduct in the election proceedings shall do so in accordance with the rules and procedures of the ethics committee.

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## BALLOTING PROCEDURES

Officers and directors are elected by plurality (most votes wins). The board of directors contracts with an independent company able to provide for a secret ballot with security, an audit trail, no duplication of votes, does not disenfranchise voters, count the ballots returned, and certify the results of the election. The election ballot must contain a space for write-in votes for each position. The ballot names shall include professional appraisal designations.

If no candidate receives a plurality vote (i.e., there is a tie vote), the president calls a special meeting of the board of directors, at which the winner shall be drawn by lot.

Candidates wishing to challenge election results must transmit challenges, in writing, to the executive director so that the challenges are received no later than ten working days following the notification of the election results to the candidates. A member who is under challenge shall not be sworn in until resolution of the challenge. A \$500 cashier's or certified check, payable to the association, shall accompany the written challenge. Any additional costs of recounting the ballots over the \$500 amount shall be assessed against the challenger. If the challenge results in a new winner being declared for the position challenged, all money paid by the challenger shall be refunded.

# SECTION 4

## Committee Records

- Candidate nomination form (link) [NEED LINK](#)
- Election Regions (link) [NEED LINK](#)

# ABOUT IAAO

The International Association of Assessing Officers, formerly the National Association of Assessing Officers, was founded for the purpose of establishing standards for assessment personnel. IAAO is a professional membership organization of government assessment officials and others interested in the administration of the property tax. Over the years IAAO members have developed assessment practice and administration standards and many of these standards have been adopted by state and international oversight agencies, and some have been incorporated into legislation.

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.