



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

Research and Standards Committee Manual

(Approved 2021)

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SECTION 1

Introduction

IMPORTANT – IAAO manuals are intended to provide information and guidance. 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 shall prevail. It is the responsibility of the committee or task force to recommend updates to this manual as necessary to ensure its accuracy.

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 offering assistance as necessary, and;
- Participating in all meetings and activities of the committee.

All committee chairs (Procedural Rules 5.02) 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 purpose of this committee is to support the mission and commitments of IAAO by conceptualizing, organizing, drafting, publishing, and maintaining technical standards of professional practice. These standards address property valuation, property tax administration, and property tax policy and describe desirable models for the profession.

This committee addresses the research needs of IAAO members and engages in research as prioritized and assigned by the IAAO board of directors. The committee focuses on research in property valuation, property tax administration, and property tax policy; identifies current problematic and anticipated issues needing research; and works cooperatively with the other committees and IAAO groups to identify research issues. This committee maintains an active list of researchers.

SECTION 2

IAAO Standards

STANDARD	Date Approved
<i>Standard on Data Quality</i>	2021
<i>Standard on Oversight Agency Responsibilities</i>	2020
<i>Standard on Property Tax Policy</i>	2020
<i>Standard on Verification and Adjustment of Sales</i>	2020
<i>Standard on Contracting for Assessment Services</i>	2019
<i>Standard on Automated Valuation Models</i>	2018
<i>Standard on Valuation of Personal Property</i>	2018
<i>Standard on Mass Appraisal of Real Property</i>	2017
<i>Guide to Assessment Administration Standards</i>	2016
<i>Standard on Assessment Appeal</i>	2016
<i>Standard on Manual Cadastral Maps and Parcel Identifiers</i>	2016
<i>Standard on the Valuation of Properties Affected by Environmental Contamination</i>	2016
<i>Standard on Digital Cadastral Maps and Parcel Identifiers</i>	2015
<i>Standard on Professional Development</i>	2013
<i>Standard on Ratio Studies</i>	2013
<i>Standard on Public Relations</i>	2011

SECTION 3

Annual Projects

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

- Writes new standards that conform to the mission and goals of the association;
- Reviews and revises existing standards to ensure they conform to the IAAO; mission, goals, and best practices;
- Periodically reviews IAAO's Guidance on *International Mass Appraisal and Related Tax Policy*;
- Ensures that all committees and IAAO groups are aware of the anticipated changes to standards;
- Performs periodic ratio study surveys to gauge conformance with existing standards, ascertains current practices and emerging issues, and keeps the *Standard on Ratio Studies* relevant;
- Ensures that membership has been exposed to proposed new or revised standards prior to approval by the board of directors;
- Reviews and recommends glossary terms for inclusion in technical standards;
- Reviews the research objectives in the strategic plan to ensure they serve the assessment profession;
- Performs a clearinghouse role for the accumulation and dissemination of data;
- Provides input into conferences, seminars, and workshops on current problematic and anticipated issues, and;
- Facilitates research projects that capitalize on immediate opportunities.

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.