



Bylaws of the Florida Chapter of IAAO

REVISED AND RATIFIED on July 18, 2023

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. All Chapter members shall be subject to the same code of conduct and ethics as IAAO members.¹

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

Only members in good standing of IAAO may hold chapter office or serve on the governing body. 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 no less than four (4) or more than six (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 Board

The Executive Board shall be composed of the following officers: President, Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President, and four to six Directors at Large.

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

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

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

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

The President may call additional Special meetings of the Executive Board. If requested by four members of the Executive Board, the President will be required to call a Special meeting of the Executive Board at the earliest practical time.

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

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

An Executive Committee shall be composed of the following officers: President, Vice-President, Second Vice-President, and Immediate Past President. The Executive Committee shall operate on behalf of the Executive Board between meetings of the Executive Board. Any actions taken by the Executive Committee shall be reported to the Executive Board within 48 hours of such action. All actions taken by the Executive Committee shall cease and be null and void unless they are ratified by a majority of the Executive Board within five business days.

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 Board 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 Special Meetings at least two (2) weeks prior to said meetings, and shall notify the members of the Executive Board 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, electronic transmission, 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 Meeting held. A copy of the minutes shall be sent to the Executive Director of *The Association* after their approval by the Executive Board.
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 Board may assign this responsibility to the Membership Director.
5. Amendments to Chapter Bylaws, after adoption by the voting membership, shall be addressed to the Board of Directors 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 Board 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* and the Executive Director of *The Association* by September 1 and to the general chapter membership at the Annual Chapter Meeting.

Directors at Large shall serve on the Executive Board and assist the other officers with the administration of *The Chapter*.

All officers and committee chairpersons shall maintain permanent records of all activity, which 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 Board. This committee shall nominate at least one candidate for each office to be filled. These nominees shall be reported to the Executive Board at least 60 days prior to the Annual Chapter Meeting. The nominees shall be Regular Members in good standing with *The Chapter* and members of IAAO. 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 that the Annual Chapter Meeting is unable to be held, the election of candidates may be held through any means that provides a ballot with security, an audit trail, no duplication of votes, and does not disenfranchise voters. This election ballot shall contain a space for the entering of the name of any member not presented on the ballot for election to each position on the ballot.

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

Installation of Officers and Directors will take place following the election at the Annual Chapter Meeting or as soon as possible following the election. In the event that the Annual Chapter Meeting is not held or the elected Officer or Director is absent, an officer for her/his jurisdiction may swear the Executive Board member into office.

Section 3.2 Vacancies

Any vacancy occurring in *The Chapter* Officers will be filled by appointment by the Executive Board 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 Board.

Special Meetings of the general chapter membership may be scheduled by the Executive Board.

The Executive Board may, in its sole discretion, determine that the meeting shall not be held at any place, but may instead be held solely by means of remote communication, as authorized in these bylaws.

For the purpose of transacting official business at any Annual or Special 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 Board determines to be the most expedient and cost effective method available.

Section 4.3 Meeting by Voice Communication Technologies

Subject to any guidelines and procedures adopted by the Executive Board, members not physically present at a meeting of members may participate in a meeting of the members by means of conference telephone or other communications equipment. Said participation must be by means in which all persons participating in the meeting can hear each other, and participation in a meeting by use of such equipment shall constitute presence in person at such meeting.

Section 4.4 Definition of “Electronic Transmission”

As used throughout these Bylaws, the phrase “electronic transmission” means any form of communication not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient through an automated process.

Section 5.1 Amendments to the Bylaws

Chapter Bylaws may be amended at the recommendation of the Executive Board 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 electronic transmission ballot at a time other than at a Special Meeting, approval by two-thirds of those responding to balloting by mail or electronic transmission.

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 electronic transmission. 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 Board 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 Board 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 Board, are independent of *The Association's* dues, and shall become due on September 30th, and delinquent December 1st, 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 on 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*. This does not preclude *The Chapter* from providing support for the mass appraisal process, as it pertains to the Property Appraiser's Office. This process includes valuation theories and techniques, assessment administration, and property tax policy. This support must come from the Executive Board directly and no individual member may represent the organization.

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.