

**TO: ALL IAAO BC CHAPTER MEMBERS IN GOOD STANDING**

**RE: NOTICE OF ELECTION**

**Chapter Composition**

The BC Chapter of IAAO Executive Committee is comprised of one President, one Past President, one Vice President, one Treasurer, one Secretary, and three Directors including one Director under the age of 40 that is part of the IAAO U40 Leadership Lab. One director, selected by the Executive Committee, shall succeed to the role of Vice president; the Vice president shall succeed to the role of President; and the President shall succeed to the role of Past President. The start and end of the Executive Committee member’s terms are January 1st and December 31st for one and two year terms. All members of the Executive Committee, including the elected Directors, must be members in good standing with the IAAO.

**This Year’s Election**

3 Executive Committee positions are available for nomination this year. These will be for either one or two year terms.

**Nomination and Elections Process**

Pursuant to Article 4 of the Chapter Bylaws, one month prior to elections, members may nominate candidates annually for secretary, treasurer, and director roles. Members may present additional nominations to the nominating committee from the floor. Nominations received shall be reported, by mail or electronic media, to all members of the Chapter at least fourteen (14) days prior to the election.

The Secretary shall be responsible for preparing and distributing election ballots to all regular member. The ballots shall list all candidates for office and shall provide for write-in candidates. The ballots shall be returned to the Chair of the Nominating Committee no later than December 1st. The Nominating Committee shall count the ballots and return the results to the President and Secretary no later than December 15th.

Please see page 2 for more information about the roles and responsibilities of the Executive Committee.

**Executive Committee Roles and Responsibilities**

**President**

**3.1** *President*. The president shall preside at Chapter and Executive Committee meetings and is responsible for notifying candidates and governing body of election results. The President shall be the chief executive officer of the Chapter. Between sessions, the President shall have the authority to represent the Chapter and to act in its name, subject to the direction of the Executive Committee or as otherwise provided in the Bylaws. The President shall be an ex-officio member of all committees and shall perform all other duties usual to such office.

**3.6** All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

**3.7** Executive Committee members may perform additional duties as assigned.

**3.8** At the end of their term of office, all officers shall turn over all books ad record to the incoming officers.

**7.2** The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership.

**7.4** Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

**Vice President**

**3.3** *Vice President.* This officer shall preside at chapter and Executive Committee meetings in the absence of the president. The Vice President is the President Elect.

**3.6** All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

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**Treasurer**

**3.5** The Treasurer shall receive and account for all monies collected on behalf of the chapter, keep all books and financial records as instructed by the Executive Committee, regularly report to the Executive Committee the financial status of the chapter, and prepare an annual financial report of the previous year’s receipts, disbursements, and balances to be submitted with the Treasurer’s annual report to IAAO.

**3.6** All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

**3.7** Executive Committee members may perform additional duties as assigned.

**3.8** At the end of their term of office, all officers shall turn over all books ad record to the incoming officers.

**7.4** Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

**8.1** Prior to each calendar year, the Board shall prepare an annual budget of estimated income and expenditures.

**8.2** The Treasurer shall deposit chapter funds in financial institution(s) designated by the Executive Committee.

**8.3** Bills are paid by the Treasurer or another authorized officer when approved by two other officers or directors.

**8.4** A thorough annual review of all financial transactions shall be completed by a qualified person.

**8.5** An annual financial statement of the Chapter shall be provided to Chapter members.

**8.6** The fiscal year is the calendar year of January 1st to December 31st.

**Secretary**

**3.4** *Secretary.* The Secretary shall prepare and keep a roll of all members, officers, and committee members, and shall submit said roll to the Executive Director of IAAO by September 1 of each year; shall notify all members of the annual and regular meetings and shall handle all correspondence to chapter members. The Secretary  shall keep accurate minutes of all meetings and send a copy of said minutes to the Executive Director of IAAO after approval by the Executive Committee.

**3.6** All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

**3.7** Executive Committee members may perform additional duties as assigned.

**3.8** At the end of their term of office, all officers shall turn over all books ad record to the incoming officers.

**5.2**The Secretary shall notify membership of regular meetings and the Executive Committee of special meetings. The Secretary is to keep the minutes of each regular and special meeting held.

**7.4** Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

**Director**

**3.6** *Director (3)*. The directors shall attend chapter and Executive Committee meetings. The Director shall assist other offices in the administration of this chapter. It is the intention of these bylaws that the Director position be comprised of:

**3.6 (a)** one (1) Director U40 – this director shall further the efforts of the Chapter to advance the objectives of the International Association of Assessing Officers U40 Leadership Lab. This post will maintain an objective to represent the under 40 years of age demographic of the Chapter and hold/assist committee positions focused to that goal. The elected Director must be in good standing with the International Association of Assessing Officers; be under 40 for the duration of their post and be a member of the IAAO U40 Leadership Lab.

**3.6 (b)** two (2) Directors with additional duties as determined by the Executive Committee

**3.6** All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

**3.7** Executive Committee members may perform additional duties as assigned.

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**How Does the Election Process Work?**

If you are interested in becoming a member of the Executive Committee, it is recommended that you return the nomination form and candidate profile form to the Nomination and Elections Committee by November 2ndth to allow adequate time to notify Chapter members before the election. Additional nominations can be made from the floor.

**Where Can I Get Further Information?**

For further information about the roles and responsibilities of the Executive Committee please contact us at [administration@iaaobc.com](mailto:administration@iaaobc.com) or visit our website at <https://www.iaaobc.com>.