

New Hampshire Association of Assessing Officials

Procedural Rules

As Approved and Adopted by the Board of Directors

11 February 2014

See Section 12 for Amendments

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Procedural Rules of the New Hampshire Association of Assessing Officials

INTRODUCTION

Procedural Rules

Procedural Rules are the detailed guidelines for carrying out a specific procedure, policy, or program of the NHAAO. These rules are promulgated and maintained by the Board. They are the rules that are to be followed by subordinate groups designated by the Board as the group having the responsibility for implementing and continuing a policy or program of the Association. The Procedural Rules also follow the basic structure and format of the NHAAO By-laws. They can be suspended, waived, or amended upon approval of a simple majority of the Board.

Procedural Rules of the New Hampshire Association of Assessing Officials

SECTION 1 – GENERAL PROVISIONS

The fiscal year of the Association shall run from January to December.

SECTION 2 – MEMBERSHIP

All applications shall be submitted to the Membership Committee for processing. Applicants for admission to membership shall certify on their applications that they will abide by the IAAO Code of Ethics and Standards of Professional Conduct.

Applicants for admission to membership in the Association shall state on their membership application if they have been convicted of a felony or of any other crime which may reflect upon their ability to comply with the requirements of the IAAO Code of Ethics and Standards of Professional Conduct. Such application shall be referred to the Board for consideration.

Whenever an application for readmission to membership is received from any person who has been suspended or expelled from the Association for violations of the IAAO Code of Ethics and Standards of Professional Conduct, other Bylaws or procedural rules, or resigned his or her membership while allegations of misconduct were pending, such applications shall be referred to the Board for consideration.

Applicants denied admission or readmission to membership shall be granted an opportunity to present testimony and evidence to the Board concerning their applications, and may be granted formal hearings on those applications, at the discretion of the Board. The Membership Committee shall notify each applicant for admission or readmission to membership concerning all actions taken with respect to their application.

Any conflicts concerning membership classification shall be appealed to the President.

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2.1 Regular

2.2 Associate

2.3 Affiliate

2.4 Municipal

2.5 State

2.6 Student

2.7 Honorary

2.8 Suspension or Expulsion from Membership

2.8.1 Responsibility and Authority

A. It shall be the duty of the Ethics Committee to consider all matters concerning questions of professional ethics and conduct brought to its attention.

B. The committee shall receive and investigate all complaints referred to the Association concerning alleged violations of the NHA AO By-Laws, the IAAO Code of Ethics and Standards of Professional Conduct, and other rules and regulations promulgated by the Board of Directors, hereinafter referred to as alleged ethical violations. The committee shall have the authority and responsibility, to the extent herein defined, for issuing letters of charge, conducting hearings, and carrying out appropriate disciplinary action. A complaint may issue from the committee, or from one or more individual members thereof, and that complaint shall be processed in the same manner as other complaints received by the committee.

C. The committee shall have full authority in rendering advisory opinions relating to the interpretation and application of the NHA AO By-Laws, the IAAO Code of Ethics and Standards of Professional Conduct, and other rules and regulations promulgated by the Board of Directors. Such advisory opinions may be issued in response to requests from members or other responsible persons, but shall not be binding upon the NHA AO unless concurred on by the Board of Directors.

D. The committee shall have the responsibility for studying and reporting to the Board of Directors on any proposed amendments to or changes in the election rules and procedures.

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E. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such alleged violation occurred prior to the adoption of the IAAO Code of Ethics and Standards of Professional Conduct, unless such alleged violation is a continuing act or effects continuing consequences. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such violations occurred over 180 days prior to the filing of the complaint, unless such alleged violation is a continuing act or effects continuing consequences.

F. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such alleged ethical violation was an act required by law, or an act required by any governmental authority other than the authority vested in the member.

2.8.2 Meetings

A. The committee shall meet on the call of the chair, or on a petition of a majority of the committee members, provided the time and place of the meetings have been approved by the president. A majority of the members shall constitute a quorum.

B. Whenever the chair, for any reason, is unable to act, the vice-chair shall have all the duties and authority of the chair and shall act as chair.

C. All meetings of the committee shall be open to the general membership unless otherwise required by these Rules and Procedures.

D. The committee shall go into executive session upon the call of the chair for the purpose of discussing any alleged conduct by any member which could be considered an alleged ethical violation.

2.8.3 Confidentiality

A. All matters concerning alleged ethical violations shall be accorded the utmost confidentiality by the committee and all other persons who may be privy to any proceedings concerning alleged ethical violations.

B. All discussions of any alleged ethical violation at any meeting of the committee shall be in executive session. The chair of the meeting shall take all appropriate measures to assure the confidentiality of the proceedings. Such measures shall include, but not be limited to, the exclusion from the meeting room of all parties who are deemed by the committee to be unnecessary to the proper conduct of the proceedings. Except as to distributions provided for in Section 2.8.4(B), 2.8.5, 2.8.6(J), 2.8.6(K), 2.8.7(B), 2.8.7(F), 2.8.7(G), 2.8.8(B), and 2.8.9(B) of these Rules and Procedures, prior to any distribution of any documents, including minutes or

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agendas, to persons other than the committee members any language identifying any member with any alleged ethical violation shall be censored by making the offending language illegible.

2.8.4 Complaints: Form, Content and Receipt

A. Complaints of alleged ethical violations of the NHAEO By-laws, the IAAO Code of Ethics and Standards of Professional Conduct, or other rules and regulations promulgated by the Board of Directors may be received from any source, including nonmembers of the Association.

The complaint shall be in writing on an approved "NHAEO Ethics Complaint Form" and signed by the person(s) complaining, hereinafter referred to as "complainant." The signed form shall contain the following:

(a) the full name, address, and telephone number of the person(s) or organization making the complaint;

1. Any organization making the complaint shall identify at least one person to be responsible for prosecuting the allegation.

(b) the full name, address, and telephone number, if known, of member(s) whose alleged conduct is the subject of the complaint;

(c) a plain and concise statement of the facts alleged; and

(d) any other information deemed relevant by the complainant.

The complainant shall ensure that copies of all documents, assessment records, and appraisal reports relevant to the complaint, and available to the complainant, are attached to the complaint when it is filed.

B. The complainant shall provide 6 copies of the complaint to the Chair of the Ethics Committee. All complaints shall be transmitted to the chair of the committee. The chair will record the receipt of the complaint, prepare a case file, and shall immediately mail uncensored copies of the complaint to the members of the committee, and to the person(s), hereinafter referred to as "respondent," whose alleged conduct is the subject of the complaint with a letter stating that the complaint has been referred to the committee. The letter shall notify the respondent that the respondent shall file a written reply with the chair within thirty (30) days from the date on the letter of the complaint and that failure to file a written reply may be considered by the committee to be an admission of the charges in the complaint. Where the respondent fails to respond within the prescribed period, the committee shall be authorized to issue a Default Order based on the complaint. The letter and a copy of the complaint shall be sent by any form

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of courier or mail service that confirms delivery by a return receipt, hereinafter referred to as "courier service," along with a copy of these Rules and Procedures. The chair shall certify the date of the mailing of the respective letters and immediately transmit any reply to the members of the committee. For the Notice of Complaint, the language shall be as follows:

I certify a copy of this letter was mailed/hand delivered to _____, Respondent on _____
2xxx.

Name _____ Date _____

Ethics Committee Chair

1. Respondent may file a motion to set aside the Default Order within twenty (20) days after receipt of the Default Order. The respondent shall show good cause for the failure to reply within the prescribed period. Respondent shall file such motion through courier service to the chair. The committee shall schedule as soon as possible a hearing on the motion only. Appeal of the denial to set aside a Default Order is through those appeal procedures set forth in these Rules and Procedures.

C. After receiving a copy of the complete and signed complaint from the chair and after the mailing to the respondent has been made, the committee shall examine the complaint and make whatever inquiries the committee deems necessary to gather the information necessary to dispose of the complaint.

Whenever, after investigation of any complaint, the committee finds either the committee lacks jurisdiction or the facts do not support the alleged charge(s), the committee shall dismiss the complaint and the chair shall notify the complainant and the respondent of the committee's action. This shall be the final action taken by the NHA AO.

If, upon investigation, it is determined by the committee that a complaint has merit and meets the committee's jurisdictional requirements, the chair shall issue a letter of charge to be sent by courier service to the respondent.

D. The ethics committee may refuse to entertain any matter that it determines to be repetitive of a previously considered matter unless substantial new evidence to warrant the ethics committee's reevaluation of the matter is submitted with the new complaint.

2.8.5 Letter of Charge

The letter of charge shall include a clear and precise description of the acts that are claimed to constitute the alleged misconduct, and shall set forth the provisions of the NHA AO By-laws, the

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IAAO Code of Ethics and Standards of Professional conduct, or other rules and regulations promulgated by the Board of Directors that may have been violated. The letter of charge shall advise the respondent that a reply to a letter of charge should be sent by courier service to the chair of the committee and that a hearing on the charges contained in the letter will be arranged. The letter of charge shall contain notice that failure of the respondent to appear at the hearing may result in disciplinary action being taken against the respondent.

2.8.6 Hearings

A. In most cases, the hearing shall be held in the city where the respondent resides, but hearings may be held elsewhere at the committee's discretion. The committee may conduct scheduled hearings, or, by approval of the committee, the chair may designate one or more members of the committee to serve as the hearing examiner(s), and such additional persons as are deemed necessary to assist in the performance of administrative duties. Reasonable expenses incurred by committee members and others designated by the chair to assist in the conducting of hearings shall be reimbursed by the NHA AO, within budgetary parameters established by the Board of Directors.

B. At least thirty (30) days prior to the date set for a hearing, the chair shall cause a letter to be delivered by courier service notifying the respondent of the time and place of the hearing. The letter shall also advise the respondent of the respondent's right to have witnesses appear at the hearing and testify on the respondent's behalf, provided the testimony is relevant to the charges made against the respondent.

C. At least thirty (30) days prior to the date set for a hearing, the chair shall issue a summons to be sent by courier service to NHA AO members and nonmembers, including the complainant, who may have relevant evidence to present, asking them to appear and testify at the hearing. Reasonable expenses incurred by the witnesses other than the complainant and respondent in attending hearings shall be reimbursed by the NHA AO, within budgetary parameters established by the Board of Directors. Reasonable expenses do not include fees of expert witnesses or counsel or other agent fees.

D. An appearance at the hearing without objection by the respondent shall constitute a waiver of any defect in the notice of the hearing. If the respondent and/or the complainant fail to appear at the duly noticed hearing without showing good cause to the committee at least five (5) days before the scheduled hearing, the committee may proceed with the hearing in the absence of either or both the respondent and the complainant or make its decision based on the available evidence.

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E. Failure of the respondent or complainant to appear without good cause to the committee may result in disciplinary action against the respondent or complainant under the IAAO Code of Ethics and Standards of Professional conduct.

F. The chair or the designated hearing examiner(s) shall arrange for the transcribing or recording of the proceedings of the hearing.

G. The chair shall preside at the hearing or designate the vice-chair or one of the committee members to preside. Evidence of and in defense against the allegations contained in the letter of charge shall be presented at the hearing.

The committee shall not be bound by the strict rules of evidence prevailing in the courts of law and equity. The committee member presiding shall have full authority to control the procedures of the hearing.

No committee member, including the chair, may attend a hearing in his or her capacity as a committee member in which it may reasonably be construed that he or she has an interest in the instant proceedings or where he or she has been summonsed as a witness.

H. The committee shall allow the respondent and the complainant to be represented by legal counsel at the hearing, and the Association may have its legal counsel present. Legal counsel may consult with and advise his or her client and may examine and cross-examine principals and witnesses. However, legal counsel shall not testify for his or her client.

I. The hearing need not be continuous. The presiding committee member may recess the hearing whenever, in his or her reasonable judgment, fairness or convenience so requires.

J. At the conclusion of the hearing, the committee shall review the charge(s), the respondents reply, and all evidence and testimony presented at the hearing, and, within twenty (20) days from the conclusion of the hearing shall cause to be issued its decision to either, (a) acquit, (b) reprimand, (c) suspend, or (d) expel. The chair shall mail copies of the decision to the complainant and respondent by courier service. The decision shall include notice that the complainant and the respondent have thirty (30) days from the date on the letter of the decision to appeal to the Executive Board and that a copy of the transcript or recording of the hearing will be available to the respondent or complainant upon request. The decision shall also advise the respondent that the discipline if any, will be imposed after the time for appeal has expired. For the Notice of Decision, the language shall be as follows:

I certify a copy of this letter was mailed/hand delivered to _____, Respondent, _____, Claimant, _____, and NHAEO President _____, on _____ 2xxx.

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Name _____ Date _____

Ethics Committee Chair

K. A copy of the decision shall be mailed to the President.

L. If no appeal is received within thirty (30) days, the decision of the committee becomes final and effective on the day after the appeal could have properly been filed.

2.8.7 Appeal to the Executive Board, Decision, Notification

A. The executive Board, as referred to in this section, includes the following NHA AO Officers: President, First Vice President, Second Vice President, Secretary, and Treasurer. Appeals to the Executive board are for those complaints where a letter of charge is issued under 2.8.5 and a hearing held under 2.8.6.

B. The appeal shall be in writing and transmitted by courier service to the President of the NHA AO. The appeal shall contain a succinct statement of the alleged error(s) and the reason(s) why the decision of the committee is claimed to be incorrect. The President shall record the receipt of the appeal and shall mail copies of it by courier service to each member of the Executive Board. A copy of the appeal shall also be mailed to each member of the committee.

C. If an appeal is requested, the discipline imposed shall be stayed until after the Executive Board issues its decision.

D. If a member of the Executive Board resides in or is employed in the same city as the respondent, he or she shall be disqualified from hearing the appeal and shall be replaced by the President with a member of the Board of Directors. If any member of the Executive Board is directly involved in matters of the complaint, he or she shall be disqualified and shall be replaced by the President with a disinterested member of the Board of Directors.

E. The Executive Board shall meet as soon as is practical to hear the appeal. The appeal hearing shall be held in Concord, New Hampshire, but hearings may be held elsewhere at the discretion of the Executive Board. At least twenty (20) days prior to the appeal hearing, the Executive Board shall cause notice to be issued by courier service informing the respondent and complainant of the time and place of the appeal hearing. The notice shall also inform the respondent and complainant that legal counsel may be present, but that no witnesses may appear.

F. At the appeal hearing, the chair of the Ethics Committee, or his or her representative, shall present the recording or transcript of the case, all evidence, and shall summarize the case. Any

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party or counsel may be heard to correct the summary. Any counsel for a party may present the Executive Board with reasons why the decision should or should not be followed, but only new and additional relevant evidence which was not available at the time of the Ethics Committee hearing and evidence of procedural error by the Ethics Committee may be presented. Evidence which was clearly available at the time of the original hearing is not eligible to be submitted as new evidence.

G. At the conclusion of its hearing, the Executive Board shall, in executive session, vote to affirm, reject, or modify the decision of the Ethics committee and shall cause to be issued to the respondent and complainant a notification of its decision within twenty (20) days of the appeal hearing. The notice shall be sent by courier service. The members of the Ethics Committee shall be notified by regular mail. Any modification of the decision of the Ethics Committee shall comply with the disciplinary action outlined in Section 2.8.8 of these Rules and Procedures.

H. All final actions of the Ethics Committee and/or the Executive Board shall be routinely reported to the Board of Directors by the committee chair or the NHAEO president.

I. All decisions of the Executive Board shall be the final action on the matter by the NHAEO.

2.8.8 Disciplinary Action

A. If there has been no appeal from the decision of the Ethics Committee, such disciplinary action shall commence within thirty-one (31) days following the decision of the committee. If an appeal by the respondent is unsuccessful, or if an appeal by the complainant is successful, the disciplinary action shall commence from the date the final decision is announced and the member(s) to be disciplined is/are properly advised.

B. For purposes of these rules, the words reprimand, suspend, and expel shall be interpreted as follows:

1) REPRIMAND. A personal and confidential letter will be sent to the respondent by the chair of the Ethics committee expressing disapproval of his or her conduct and explaining that the committee will be monitoring the respondent's conduct for a period of not more than one year from the date of the issuance of the committee's decision. If the respondent is found to have violated the IAAO Code of Ethics and Standards of Professional Conduct during that period, he or she will be notified by the chair of the committee. The respondent will retain all rights and privileges of membership during this year.

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2) SUSPEND. The respondent shall be denied the right to vote, serve on NHA AO committees, participate as an instructor or speaker at NHA AO programs, or publicly represent the NHA AO in any manner for a period of not more than three years. The respondent will retain all other rights and privileges of membership during this time.

3) EXPEL. The respondent shall have all rights and privileges of membership revoked beginning on the date of the committee's decision. After a period of one year, the expelled member may reapply for membership in the same manner as an original applicant.

C. All final decisions and disciplinary actions under these rules shall be public information.

D. No disciplinary action shall be construed as to affect membership rights of any New Hampshire municipality or the New Hampshire Department of Revenue Administration. In the instance where a member is suspended or expelled, and where that member represents a municipality or the Department of Revenue Administration, the municipality or the Department of Revenue Administration shall be notified through the mails of the suspension or expulsion by the President.

2.8.9 General Provisions

A. Self-Executing Provisions for Membership Suspension and Expulsion.

If any member of the NHA AO is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office which reflects on his or her professional conduct as set forth in the IAAO Code of Ethics and Standards of Professional conduct, the chair of the Ethics Committee shall direct a letter to be sent by courier service to the indicted person:

1) advising the member that he or she may wish to withdraw from NHA AO activities during the period of indictment for his or her own benefit and the good of the Association.

2) advising the member that he or she has the right to request a hearing under the general Rules and Procedures of the Ethics Committee and show why his or her membership should not be suspended.

3) advising the member that if he or she does not indicate his or her intention to withdraw from NHA AO activities, or request a hearing, within twenty (20) days from the mailing of that letter, his or her NHA AO membership shall automatically be suspended.

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Automatic suspension shall take place as outlined above where neither a notice of intention to withdraw from NHA AO activities nor a request for a hearing has been received within twenty (20) days.

Where any member has been convicted of a felony or a crime of office which reflects on his or her professional or ethical conduct as outlined in the IAAO Code of Ethics and Standards of Professional Conduct, that member shall be automatically expelled from NHA AO membership.

B. Suspension Pending Resolution of Complaints

A person whose alleged conduct is the subject of a complaint pending before the Ethics Committee shall be denied the right to vote, serve on NHA AO committees, participate as an NHA AO instructor or a speaker at NHA AO programs, or publicly represent the NHA AO in any manner, until the complaint has been resolved.

A person suspended under this provision may, however, obtain a waiver of the suspension by applying to the Ethics Committee. The application for waiver must be received by the chair of the committee within ten (10) days of the day the person received notice of the complaint. The application, once received by the chair, shall serve to lift the suspension. The Ethics committee may, within twenty (20) days, reinstate the suspension, pending a deliberation on the merits of the complaint.

A person whose suspension has been waived may then vote, serve on NHA AO committees, represent the NHA AO publicly, participate as an NHA AO instructor, or speak at an NHA AO program. The President must, however, notify the host agency of the pending ethics complaint.

In no instance shall a waiver of suspension continue subsequent to the issuance of a letter of charge.

C. Reinstatement of Membership

Whenever any member has been suspended or expelled from the NHA AO for violations of the NHA AO Bylaws, the IAAO Code of Ethics and Standards of Professional Conduct, or other rules and regulations promulgated by the Board of Directors, or has resigned his or her membership while allegations of misconduct were before the committee, he or she may petition the Board of Directors for reinstatement of membership. The Board of Directors shall refer all such petitions to the Ethics Committee for its report and recommendation.

D. Retention of Case File

When the Ethics Committee or the Board of Directors has declared any complaint proceedings ended, the president shall be so informed and all evidence compiled in such a case/hearing shall

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be delivered to the president who shall cause such file to be safely stored for a period of five (5) years, after which period the records shall be destroyed.

2.8.10 Responsibility to the Association

Each member, by joining the New Hampshire Association of Assessing Officials or continuing membership in that organization, agrees that no complaint filed or action taken under these Rules and Procedures with respect to a complaint shall subject (1) the complainant, (2) members and/or agents and/or employees of the Ethics Committee individually or in their capacity as municipal officials, (3) members and/or agents and/or employees of the Executive Board individually or in their capacity as municipal officials, (4) members and/or agents and/or employees of the Board of Directors individually or in their capacity as municipal Officials, (5) the New Hampshire Association of Assessing Officials, and (6) witnesses who are either summonsed or called by parties to any legal liability, claims, demand, causes of action, costs and damages of any nature or description relating to or arising out of any complaint filed or action taken under these Rules and Procedures.

NHAAO members shall notify the Ethics Committee within 10 business days of suspension or decertification from:

- (1) N.H. Dept of Revenue Administration or similar oversight agency in another state,
- (2) The International Association of Assessing Officers or other professional associations,
- (3) The NH real estate appraisal board; or similar oversight agencies in other states.

Each member agrees not to institute any legal proceedings relating to matters arising out of any complaint filed.

2.9 Dues

Dues are set for each Membership Category as follows:

- Regular \$30
- Associate \$25
- Affiliate \$30
- Municipal \$20
- State \$20

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- Student \$00
- Honorary \$00

SECTION 3 – COMMITTEES

All Committee decisions shall be reached by majority vote of the Committee. Votes of the Committee members may be taken by mail or telephone, provided that all members are canvassed simultaneously, and a report of the vote is transmitted to all Committee members. Dissents by a Committee member from majority actions or holding may be expressed in writing and submitted to the chair. All decisions shall be rendered within sixty (60) days of the conclusion of proceedings.

One individual should not be the Chair of more than one Committee nor serve on more than two Committees simultaneously. The President shall be ex-officio members of all Committees and not otherwise appointed.

In the event a Committee chair's and or co-chair's regular membership status changes, they shall be permitted to complete their current term, with the exception of the Bylaws, Finance, Nominating, Election, and Ethics committees. Any member of the Bylaws, Finance, Nominating, Election, and Ethics Committees, whose Regular membership status changes, shall resign that position and the Nominating Committee shall nominate a replacement. The Board shall vote to confirm all nominations made pursuant to this section.

3.1.1 Bylaws

a) Purpose

The purpose of this committee is to support the mission and commitments of the NHAEO. The committee should maintain the Bylaws, and Procedural Rules of the Association. As stewards of these documents, this committee is responsible for ensuring that all actions by committees and the Board are in harmony with the Bylaws, maintaining, updating, and reviewing the Bylaws, and all other Procedural Rules of the Association. The committee should annually review, update and report to the Board on the following:

- a. Bylaws
- b. Procedural Rules

b) Members

Six members to include: Five regular members (one or two appointed as chair(s)), One Municipal, Associate or State member.

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c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

Bylaws and Procedural Rules

3.1.2 Certification

a) Purpose

To establish the requirements for attaining and maintaining the Association designation of "Certified New Hampshire Assessor (CNHA)". All standards developed by this Committee shall first be approved by the Board.

b) Members

Six members from all categories of the Association. The chair and or co-chair shall be a Regular member. All members appointed shall have attained the Association's CNHA designation.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

The CNHA review and master exam. The Committee shall also maintain a list of all individuals granted the "Certified New Hampshire Assessor" designation and their current certification status.

3.1.3 Communications

a) Purpose

Compile and distribute to all Association members, a brief and concise newsletter a minimum of twice a year or more often as voted by the Board of Directors. Also, it is the responsibility of this committee to develop and maintain an association Website that will supplement the traditional printed newsletter of the Association. The committee will decide developmental structure, postings, and content for the Web site. Information to be included in a posting will be made by the Committee Chair.

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b) Members

Six members from all categories of the Association with an experienced member as chair and or co-chair, who has some background in publications and computer capabilities commensurate with the committee's responsibilities.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

The Association newsletter and website.

3.1.4 Conference

a) Purpose

Arrange for the holding of any regular or special meeting of the Association and the programs connected therewith.

b) Members

Six members to include: Second Vice President as Chair, the Treasurer and the remaining members to be from the remaining membership categories.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

Meeting locations, conference site, annual banquet.

3.1.5 Education

a) Purpose

Arrange for all educational and training programs of the Association whether county level workshops or state level courses.

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- b) Members
Eight members to include all categories of Association membership. The chair and or co-chair shall be Regular members.
- c) Reporting
Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.
- d) Products
All education offerings of the Association

3.1.6 Election

- a) Purpose
Prepare, distribute and tabulate ballots and certify the results of all elections.
- b) Members
Three Regular members. The term of each member shall be staggered and run for a period of three years. Initially, the President shall appoint one member for a term of one year, one member for two years, and one member for three years. Thenceforth, the President shall fill each vacancy as each term expires. No member shall serve in a consecutive term. The chair and or co-chair shall be the senior appointed member.
- c) Reporting
Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.
- d) Products
Annual ballots and related materials for election. Certification of election results.

3.1.7 Ethics

- a) Purpose
This committee should respond to charges of ethical misconduct. They should receive, investigate, and adjudicate charges brought before the committee.

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b) Members

Composition shall consist of a chair, vice-chair, and three (3) other members, all of whom shall be regular members of NHAAO in good standing, and none of whom shall be officers of NHAAO as defined and listed in Section 4 of the By-Laws. The chair and vice chair shall be appointed by the President to serve for a one-year term, and shall at all times be eligible for re-appointment, provided they are not an officer of the NHAAO (as defined) and are regular members of the NHAAO in good standing. The three (3) other members of the Committee shall be appointed by the President for three-year terms and shall be appointed so that the terms of one member shall expire each year. All members thus appointed are eligible for re-appointment provided they are not an officer of the NHAAO (as defined) and are regular members of the NHAAO in good standing.

e) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

c) Products

Ethics complaint form and decisions on complaints

3.1.8 Finance

a) Purpose

Prepare a proposed budget for the coming years activities using past experience and proposed activities, recommend for the succeeding annual meeting a dues structure for the Association's members, activate a three- person audit team to verify financial records of the past year, and ensure that the Treasurer and President are covered by an appropriate bond.

b) Members

Six members to include: First Vice-President will serve as chair, the Treasurer, with the remaining members from all member categories.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

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- d) Products
Annual Budget and financial report of the Association at each meeting.

3.1.9 Legislative

- a) Purpose
Advise the Association of proposed and pending legislation and respective hearings and recommend legislative changes to be monitored by the Association at succeeding regular meetings.
- b) Members
Six members to include all categories of Association. The chair and or co-chair shall be Regular members.
- c) Reporting
Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.
- d) Products
Legislative watch list of assessing related statute changes.

3.1.10 Membership

- a) Purpose
The Committee shall develop and maintain the Master Membership List and a membership application.
- b) Members
Six members from all categories of Association membership, to include the Treasurer. The chair and/or co-chair shall be a Regular member.
- c) Reporting
Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.
- d) Products
Membership master membership list and application.

3.1.11 Nominating

- a) Purpose
Recommend a slate of officers and county directors in the absence of other qualified/nominated

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candidates; designate a town or city assessing official as recipient of the "Lawton B. Chandler Award" and the "Assessing Staff Member of the Year" for outstanding contribution to assessing practice in New Hampshire; and recommend to the Board of Directors nominations for offices that have been vacated mid-year.

b) Members

Six members. Immediate Past President as chair, a past recipient of Lawton B. Chandler Award with the remaining four (4) members from Regular, Associate, Municipal categories. The four (4) members serving staggered 4-year terms with one member expiring each year.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

Annual slate of candidates for officer and director. Recommendation for officer and board vacancies. Select the Lawton B. Chandler recipient. Develop the application format for ASB nominations.

3.1.12 Publicity

a) Purpose

Constructively publicize the Association and its members to the assessing community and the public in general.

b) Members

Six members from all categories of Association, with an experienced, aggressive and publicity-oriented individual as chair and or co-chair.

c) Reporting

Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.

d) Products

Calendar, Directory and marketing materials for advertising. Obtaining sponsors for meetings and education sessions.

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3.1.13 Scholarship

- a) Purpose
Maintain criteria for awarding and/or reimbursement of scholarships, accept applications, determine eligibility of applicants and award scholarships. All recommendations may be subject to approval by the Board of Directors.
- b) Members
Six members from all categories of Association membership. The chair and/or co-chair shall be a Regular member.
- c) Reporting
Committee chair reports to the Board. The chair of this committee is responsible for leading, coordinating, and integrating the efforts of the committee, as well as representing the committee to the Board. The committee chair should be present at the committee meetings to lead and guide.
- d) Products
Steve Tellier Annual Scholarship and all other annual education scholarships approved by the Board.

3.2 Special Committees

Reserved

SECTION 4 – OFFICERS

Reserved

SECTION 5 – REGIONAL DIRECTORS

Reserved

SECTION 6 - COUNTY DIRECTORS

Reserved

SECTION 7 – BOARD OF DIRECTORS

Reserved

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SECTION 8 – NOMINATIONS AND ELECTIONS

Reserved

SECTION 9 – DUTIES OF OFFICERS AND BOARD

9.1 President

9.1.1 Reserved

9.1.2 Reserved

9.1.3 Reserved

9.1.4 The President shall serve as mediator in all instances of dispute in regard to any Committee (except decisions from or issues before the Ethics Committee), Board of Directors or Association action. If an individual wishes to appeal a decision by any Committee (except Ethics Committee issues/decisions), the Board or the Association, the individual may appeal, in writing, to the President of the Association, said appeal must be made within 90 days of said decision. The applicant may request, in writing, that his/her name remain confidential. The appeal shall contain a succinct statement of the alleged error(s) and the reason(s) why the decision is claimed to be incorrect. On receipt of this action, the President shall forward the request, with all documentation submitted, to the entity that is the subject of the appeal; this shall be their NOTICE of appeal. Once the NOTICE is received by the entity subject to the appeal, the entity shall act within 90 (ninety) days of the Date of Notification. The entity shall review the appeal and all documents as provided by the President in the initial appeal.

9.1.4.1 After review, if the entity finds the documentation within the appeal has MERIT, (the word MERIT shall mean the following: that new evidence not previously available has been presented), they shall report their findings directly to the applicant and the President.

9.1.4.2 If the entity finds that the appeal has NO MERIT, it shall report directly to the President, who will inform the individual of the findings.

9.1.4.3 The applicant may request further appeal, in writing, within 30 days of the entities finding, and providing all documentation, to the President. The Applicant may request, in writing, to meet with the Officers of the Association.

9.1.4.4 Upon receipt of a further appeal, the President shall determine if the appeal has MERIT with new documentation. If the appeal lacks MERIT, the President shall notify the individual in writing within 30 (thirty) days. No further appeal to or action by the President will take place.

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9.1.4.5 If a further appeal is found to have MERIT, the President shall call a special meeting of the Officers of the Association who will resolve the issue.

9.1.4.6 Once the issue has been resolved, they shall inform the applicant and the entity, in writing, within 30 (thirty) days. No further appeal shall be entertained.

9.2 First Vice President

Reserved

9.3 Second Vice President

Reserved

9.4 Secretary

Reserved

9.5 Treasurer

Reserved

9.6 Regional Directors

Reserved

9.7 County Directors

Reserved

9.8 Board of Directors

9.8.1 Reserved

9.8.2 Reserved

9.8.3 The President shall issue a call for nominations to the Assessing Standards Board (ASB), ninety (90) days prior to submission of names to the Governor. The call shall be published to all members, by either paper notice or electronic medium, in June.

9.8.3.1 Announcements concerning the nomination process being opened shall be announced at the May and June Association Board meetings.

9.8.3.2 Letters of interest with an application and resume shall be forwarded to the Chair of the Nominating Committee no later than July 1. Copies shall be sent to the Board by July 15. The Board shall meet not later than August 1 (or first work day closest to this date), to review the letters of interest and

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interview and select candidates to be sent to the Governor's Office for consideration of appointment to the Board, with consent of the Governor's Council.

9.8.3.3 The individuals nominated for positions by the NHA AO and sent to the Governor, according to RSA 21-J: 14-a, shall be placed on a list in the form of a ballot. The format of which is to be determined by the Board of Directors of the NHA AO. Positions for which the NHA AO Board of Directors shall make nominations, total 4 (four). Those positions are set out as follows;

- a. 1 (one) representative shall be from a town with a population of less than 3,000 (three thousand).
- b. 1 (one) representative shall be from a town with a population of more than 3,000 (three thousand).
- c. 1 (one) representative shall be from a city.
- d. 1 (one) representatives shall be from the Regular membership of the NHA AO.

9.8.3.4 Individuals nominated shall hold the Certified New Hampshire Assessor (CNHA) designation; they shall be Regular members of the NHA AO in good standing.

9.8.3.4 If a nominated member is rejected by the Governor, or by the Governor's Council, a special meeting must be held within 15 days of such notice to nominate a new member.

9.8.3.6 If the pool of names was sufficient under the prior process any candidate still willing to serve will be considered. If the pool of names is not sufficient or if individuals are not willing to serve then the Board of Directors of the NHA AO shall determine how to proceed. Except that a balloting procedure must be followed.

9.8.3.7 Notice of the appointments by the Governor and Governor's Council shall be published to all members, by either paper notice or electronic medium.

9.8.4 Reserved

9.8.5 Reserved

SECTION 10 – MEETINGS

Reserved

SECTION 11 – VACANCIES

Reserved

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SECTION 12 – AMENDMENTS

2015, April 14

Section 2.8.4 (c). Added: This shall be the final action taken by the NHA AO.

Section 2.8.7 (A). Added: Appeals to the Executive board are for those complaints where a letter of charge is issued under 2.8.5 and a hearing held under 2.8.6.

2016, Sep 13

Section 2.9. Increased dues to \$30 for Regular and Affiliate, \$25 for Associate.

2019, Apr 09

Section 3.1.5 (b). Increase membership by 2 for a total of 8.

Section 3.1.7 (b). Remove reference to Sections 5 and 6 of the By-Laws. Add Vice Chair to President appointments. Change statement, The four (4) other members of the Committee shall be appointed by the President for three-year terms and shall be appointed so that the terms of two members shall expire each year to read The three (3) other members of the Committee shall be appointed by the President for three-year terms and shall be appointed so that the terms of one member shall expire each year.

2019, May 14

Section 2.8.4 (B). Add line to beginning of section. The complainant shall provide 6 copies of the complaint to the Chair of the Ethics Committee.

2019, June 11

Section 3.1.11 (a) Add “Assessing Staff Member of the Year”.

2020, August 11

Section 2.8.6 (J) Language Revisions:

1) Change the third sentence to read -

The decision shall include notice that the complainant and the respondent have thirty (30) days from receipt the date on the letter of the decision to appeal....

2) Add the below statement at the bottom of 2.8.6 (J) –

For the Notice of Decision, the language shall be as follows:

I certify a copy of this letter was mailed/hand delivered to _____, Respondent, _____, Claimant, _____, and NHA AO President _____, on _____ 20xx.

Name _____ Date _____

Ethics Committee Chair

Section 2.8.4 (B) Language Revisions:

1) Change the third sentence to read –

The letter shall notify the respondent that the respondent shall file a written reply with the chair within thirty (30) days after receipt from the date on the letter of the complaint....

2) Change the last sentence to read –

The chair shall certify the date of the mailing of the respective letters and immediately transmit any reply to the members of the committee.

3) Add the below statement at the bottom of 2.8.4 (B) –

For the Notice of Complaint, the language shall be as follows:

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I certify a copy of this letter was mailed/hand delivered to _____, Respondent on _____
20xx.
Name _____ Date _____
Ethics Committee Chair

Section 2.8.4 Language Revisions:

Add Section D as follows –

D. The ethics committee may refuse to entertain any matter that it determines to be repetitive of a previously considered matter unless substantial new evidence to warrant the ethics committee's reevaluation of the matter is submitted with the new complaint.

Section 2.8.10 Language Revisions:

Add below as a second paragraph under 2.8.10:

NHAAO members shall notify the Ethics Committee within 10 business days of suspension or decertification from:

- (1) N.H. Dept of Revenue Administration or similar oversight agency in another state,
- (2) The International Association of Assessing Officers or other professional associations,
- (3) The NH real estate appraisal board; or similar oversight agencies in other states.

Section 2.8.1 E Language Revisions:

E. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such alleged violation occurred prior to the adoption of the IAAO Code of Ethics and Standards of Professional Conduct, unless such alleged violation is a continuing act or effects continuing consequences. The committee shall not have jurisdiction to act on complaints of alleged ethical violations when such violations occurred over three years 180 Days prior to the filing of the complaint, unless such alleged violation is a continuing act or effects continuing consequences.

SECTION 13 – REPEAL

Reserved