

Regulation No. 7

National Committees

Effective January 1, 2012

Table of Contents

ARTICLE I: Purpose	1
ARTICLE II: General	2
Part A: Establishment	2
Part B: Appointment and Terms	2
Part C: Eligibility.....	2
Part D: Removal	3
Part E: Vacancies	3
Part F: Meetings, Quorum, and Voting	3
Part G: Responsibilities of Chair.....	4
Part H: Panels.....	4
Part I: Project Teams.....	5
ARTICLE III: Admissions and Designation Qualifications Committee	6
Part A: Composition of Committee	6
Part B: Powers and Duties of Committee.....	6
Part C: Experience Panel	8
Part D: Demonstration Appraisal Grading Panel.....	8
Part E: Narrative Examinations Grading Panel	9
Part F: Comprehensive Examination Panel	9
Part G: Admissions Appeals Panel.....	10
ARTICLE IV: Professional Standards and Guidance Committee	11
Part A: Composition of Committee	11
Part B: Powers and Duties of Committee.....	11
Part C: Additional Powers and Duties of Committee Chair	11
Part D: Appraisal Guidance Panel.....	12
ARTICLE V: Associate Member Committee	13
Part A: Composition of Committee	13
Part B: Powers and Duties of Committee.....	13
Part C: Implementation of Committee	13
ARTICLE VI: Diversity Committee	14
Part A: Composition of Committee	14
Part B: Powers and Duties of Committee.....	14

ARTICLE VII: Education Committee	15
Part A: Composition of Committee	15
Part B: Powers and Duties of Committee	15
Part C: Publications Review Panel	16
ARTICLE VIII: Finance Committee	17
Part A: Composition of Committee	17
Part B: Powers and Duties of Committee	17
ARTICLE IX: Government Relations Committee	18
Part A: Composition of Committee	18
Part B: Powers and Duties of Committee	18
Part C: Government Relations Panel	18
ARTICLE X: International Relations Committee	20
Part A: Composition of Committee	20
Part B: Powers and Duties of Committee	20
ARTICLE XI: Professional Practice Compliance and Enforcement Committee	21
Part A: Composition of Committee	21
Part B: Powers and Duties of Committee	21
Part C: Professional Practice Appeals Panel	21
ARTICLE XII: Strategic Planning Committee	23
Part A: Composition of Committee	23
Part B: Powers and Duties of Committee	23
Part C: Client Advisory Board	24
ARTICLE XIII: The Appraisal Journal Editorial Board	25
Part A: Composition of Board	25
Part B: Powers and Duties of Board	25
ARTICLE XIV: Past Presidents Panel	26
ARTICLE XV: Member Benefits Panel	27
ARTICLE XVI: University Relations Panel	28

1 **ARTICLE I**

2

3 **Purpose**

4

5 The purpose of this Regulation is to:

6

7 a. delineate the composition of the Appraisal Institute committees, boards and panels established
8 under this Regulation;

9

10 b. describe the powers, duties, responsibilities and obligations of such committees, boards, and
11 panels; and

12

13 c. state certain rules of procedure governing their operations.

14

15 Additional rules governing the composition, powers, duties, responsibilities and obligations of
16 committees, boards and panels established under this Regulation are found in the Bylaws, other
17 Regulations, policies, resolutions and directives of the Appraisal Institute.

18

20

21 **General**

22

23 **Part A: Establishment**

24 The Board of Directors may from time to time establish and abolish committees as it deems
25 necessary or appropriate. Committees shall report to the Board of Directors.

26

27

28 **Part B: Appointment and Terms**

29 Except as otherwise provided, the President shall appoint the Chairs and other members of the
30 committees established under this Regulation, subject to the approval of the Board of Directors.
31 Committee Chairs shall appoint their respective Vice Chairs from among the committee members.

32

33 Except as otherwise provided, for committees established under this Regulation: (1) the Chairs shall
34 serve two (2) year terms and may serve two (2) consecutive full two (2) year terms; (2) Vice Chairs
35 shall serve one (1) year terms and may be reappointed; and (3) the other members shall serve two
36 (2) year terms with staggered expiration dates and may serve two (2) consecutive full two (2) year
37 terms. Such terms shall commence on January 1 of the appointing President's and Chair's term.

38

39

40 **Part C: Eligibility**

41 To be eligible for service on a committee, all members, including Chairs and Vice Chairs shall:

42

- 43 1. Be in good standing if a Member of the Appraisal Institute;
- 44
- 45 2. Hold the status "continuing education completed" if a Designated Member, or
46 have completed continuing education requirements for Associate Members if an Associate
47 Member;
- 48
- 49 3. Be adept at and possess technical capability for prompt Internet communication including the
50 ability to access and respond to e-mail;
- 51
- 52 4. Have completed a Membership Profile;
- 53
- 54 5. Not have been subject to a publishable disciplinary action by the Appraisal Institute within the five
55 (5) years prior to appointment or election; and
- 56
- 57 6. Have met such other minimum qualifications for service as may be adopted by the Board of
58 Directors from time to time.

59

60 Committee Chairs shall be Designated Members.

61

62

63 **Part D: Removal**

64 A committee Chair, Vice Chair or member shall be automatically removed if he or she: (1) ceases to
65 be a Member of the Appraisal Institute in good standing and is holding a position for which
66 membership in good standing is required as a condition of service; (2) ceases to hold a designation
67 from the Appraisal Institute and is holding a position for which a designation is required as a condition
68 of service; (3) receives a publishable disciplinary action as defined in the Regulations of the Appraisal
69 Institute; or (4) ceases to hold the status “continuing education completed” if a Designated Member;
70 (5) fails to meet current continuing education requirements of the Appraisal Institute for Associate
71 Members if an Associate Member; or (6) fails to meet current continuing education requirements of
72 the Appraisal Institute for Affiliate Members if an Affiliate Member

73

74 Further, the Board of Directors may remove a Chair, Vice Chair or member of a committee for cause
75 by a sixty percent (60%) vote.

76

77

78 **Part E: Vacancies**

79 Unless otherwise established by the Bylaws and this Regulation, if a vacancy for whatever reason
80 occurs in a committee position, such vacancy shall be filled by election or appointment by the
81 President, depending on the means by which the position is regularly filled. However, the member so
82 appointed or elected must be qualified to serve in the position from the time of appointment or
83 election.

84

85 Any appointment by the President to fill a vacant committee position shall be subject to approval by
86 the Board of Directors at its next regularly scheduled or special meeting. All business conducted by
87 committees shall be deemed valid regardless of the Board of Directors’ subsequent actions with
88 respect to disapproval of any committee appointments.

89

90

91 **Part F: Meetings, Quorum, and Voting**

92 A committee may hold meetings either in person or by interactive technology, so long as all members
93 of the committee participating in the meeting can communicate with one another. Interactive
94 technology includes, but is not limited to, conference telephone, electronic transmission, Internet
95 usage or remote communication. Action taken at a meeting held via interactive technology shall be
96 as effective as if the committee members had met in person.

97

98 A majority of the members of a committee shall constitute a quorum for the transaction of the
99 business of that committee, except as provided otherwise in the Bylaws and Regulations of the
100 Appraisal Institute. The vote of a majority of members of a committee voting at a duly held meeting
101 shall be regarded as the act of that committee. A meeting at which a quorum is initially present may
102 continue to transact business, notwithstanding the withdrawal of members, if any action taken is
103 approved by a majority of the required quorum for that meeting.

104

105 Except where otherwise provided, each member of a committee shall have one (1) vote on each
106 matter coming before that committee. Using the best interests of the Appraisal Institute as a guide,
107 each member of a committee shall vote his or her own conscience on every matter brought before
108 such committee. A member of a committee may not attend a committee meeting by proxy or vote by
109 proxy.

110

111 Any action required or permitted to be taken by a committee may be taken without a meeting if all
112 members of the committee consent in writing to that action. A member of the committee may provide
113 such written consent in electronic form. An action by written consent shall have the same force and
114 effect as any other validly approved action of the committee. Such written consent or consents shall
115 be filed with the minutes of the proceedings of the committee that took the action.

116

117

118 **Part G: Responsibilities of Chair**

119 The Chair of each committee shall:

120

- 121 1. oversee the preparation of the agenda for meetings;
- 122
- 123 2. chair committee meetings;
- 124
- 125 3. assign matters within committee jurisdiction to members of the committee as appropriate;
- 126
- 127 4. monitor progress on committee assignments and goals established by the Board of Directors;
- 128
- 129 5. ensure that the committee completes the assignments and achieves the goals established by
130 the Board of Directors;
- 131
- 132 6. serve as spokesperson regarding the committee's activities, recommendations and decisions
133 within the Appraisal Institute's governance structure; and
- 134
- 135 7. ensure that committee activities, recommendations and decisions are reported to the Board
136 of Directors.

137

138

139 **Part H: Panels**

140 The Board of Directors may from time to time establish and abolish Panels as it deems appropriate.
141 Project teams, individuals and other bodies can be selected from the membership of the Panels to
142 implement specific Bylaws, Regulations, policies and directives of the Appraisal Institute and to
143 perform specified functions.

144

145 Each Panel shall have a Chair, who shall be appointed by the President, subject to the approval of
146 the Board of Directors. The Chairs of Panels shall serve two (2) year terms and may serve no more
147 than two (2) consecutive full two (2) year terms. The Chairs of Panels shall be Designated Members
148 of the Appraisal Institute in good standing.

149

150 Panels may include any number of members. Panel members shall be appointed by the President
151 and are not appointed for a specific term of service. Except where otherwise provided, Panel
152 members must be Designated Members of the Appraisal Institute in good standing.
153

154 To be eligible for service as a Chair or member of a Panel, an individual: (1) shall be in good standing
155 if a Member of the Appraisal Institute; (2) shall not have been subject to a publishable disciplinary
156 action by the Appraisal Institute within the five (5) years prior to appointment; (3) shall hold the status
157 “continuing education completed” if a Designated Member; (4) shall have completed any continuing
158 education requirements for Associate Members if an Associate Member; (5) shall have completed
159 any continuing education requirements for Affiliate Members if an Affiliate Member; and (6) shall have
160 met such other minimum qualifications for service as may be adopted by the Board of Directors from
161 time to time.
162

163 A Panel Chair or member shall be automatically removed if he or she: (1) ceases to be a Member of
164 the Appraisal Institute in good standing and is holding a position for which membership in good
165 standing is required as a condition of service; (2) ceases to hold a designation from the Appraisal
166 Institute and is holding a position for which a designation is required as a condition of service;
167 (3) receives a publishable disciplinary action as defined in the Regulations of the Appraisal Institute;
168 (4) ceases to hold the status “continuing education completed” if a Designated Member; (5) fails to
169 meet current continuing education requirements of the Appraisal Institute for Associate Members if an
170 Associate Member; or (5) fails to meet any continuing education requirements for Affiliate Members if
171 an Affiliate Member.
172

173 Further, the Board of Directors may remove the Chair of a Panel for cause by a sixty percent (60%)
174 vote. Panel members serve at the pleasure of the President.
175
176

177 **Part I: Project Teams**

178 Subject to the policies and directives of the Board of Directors, Committee and Panel Chairs may
179 appoint Project Teams composed of members of Panels to handle specific projects within their
180 purview for a finite period of time. Nothing herein shall be construed as prohibiting the Board of
181 Directors or the President from forming or directing the formation of a Project Team composed of
182 members of a Panel or other individuals.
183

185

186 Admissions and Designation Qualifications 187 Committee

188

189 **Part A: Composition of Committee**

190 The Admissions and Designation Qualifications Committee shall consist of a Chair and ten (10)
191 members at large, all of whom shall be Designated Members of the Appraisal Institute. The ten (10)
192 members shall include members who have a practice that is primarily residential in nature and
193 members who have a practice that is not primarily residential in nature.

194

195

196 **Part B: Powers and Duties of Committee**

197 The Admissions and Designation Qualifications Committee shall:

198

- 199 1. Review and analyze trends in the appraisal profession and real estate markets; review and
200 analyze the requirements for Appraisal Institute designations and the value of Appraisal Institute
201 designations in the marketplace; and review and analyze the effectiveness of admissions
202 processes;
- 203 2. Recommend to the Board of Directors changes to the Bylaws and Regulations impacting the
204 requirements for admission to affiliate, associate and designated membership;
- 205 3. Monitor the appropriateness, application and effectiveness of requirements, policies and
206 procedures for admission to membership;
- 207 4. Create and adjust General and Residential Admissions Procedure Manuals, admissions policies
208 and admissions procedures as it deems appropriate;
- 209 5. Recommend to the Board of Directors continuing education requirements, policies and
210 procedures for members; monitor appropriateness of, compliance with and effectiveness of such
211 requirements, policies and procedures; and recommend to the Board of Directors adjustments to
212 continuing education requirements, policies and procedures as appropriate;
- 213 6. Identify, recommend and oversee development of programs to encourage Associate Members to
214 fulfill the requirements for Appraisal Institute designation and to provide appropriate assistance to
215 Associate Members in doing so;
- 216 7. Recommend positions to the Board of Directors relating to certification and licensing matters
217 under the jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in
218 consultation with the President, ensure that the Appraisal Institute is represented at AQB
219 meetings where certification and licensing matters are addressed; and in consultation with the
220
221
222
223
224
225

226 President, ensure that Appraisal Institute positions regarding certification and licensing matters
227 are presented to the AQB; and
228
229 8. Perform such other duties as may be assigned to it by the Board of Directors.
230

231 **Part C: Experience Panel**

232 There shall be an Experience Panel of the Admissions and Designation Qualifications Committee.
233 The Chair and members of the Experience Panel shall be Designated Members of the Appraisal
234 Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications
235 established by the Admissions and Designation Qualifications Committee.

236
237 The Chair of the Experience Panel shall oversee the assignment of Experience Panel members to
238 serve as Screeners and to serve on Experience Committees as set forth in the Admissions
239 Regulations, policies and procedures of the Appraisal Institute. Panel members assigned to serve as
240 Screeners and Review Committee members shall fulfill the duties and responsibilities set forth in the
241 Admissions Regulations, policies and procedures of the Appraisal Institute.

242
243 The Chair and members of the Experience Panel may recommend to the Admissions and
244 Designation Qualifications Committee changes to the Admissions Regulations, policies and
245 procedures of the Appraisal Institute.

246
247 The Experience Panel, its Chair and its members shall also perform such other duties as may be
248 assigned to it by the Admissions and Designation Qualifications Committee and Board of Directors.

249
250

251 **Part D: Demonstration Appraisal Grading Panel**

252 There shall be a Demonstration Appraisal Grading Panel of the Admissions and Designation
253 Qualifications Committee. The Chair and members of the Demonstration Appraisal Grading Panel
254 shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this
255 Regulation and shall meet the qualifications established by the Admissions and Designation
256 Qualifications Committee.

257
258 The Chair of the Demonstration Appraisal Grading Panel shall oversee the assignment of
259 Demonstration Appraisal Grading Panel members to serve as graders of demonstration appraisal
260 reports and their alternatives as set forth in the Admissions Regulations, policies and procedures. The
261 Chair of the Demonstration Appraisal Grading Panel shall also perform such other duties as set forth
262 in the Admissions Regulations, policies and procedures.

263
264 Panel members assigned to serve as graders of demonstration appraisal reports and their
265 alternatives shall fulfill the duties and responsibilities set forth in the Admissions Regulations, policies
266 and procedures of the Appraisal Institute.

267
268 The Chair and members of the Demonstration Appraisal Grading Panel may recommend to
269 Admissions and Designation Qualifications Committee changes to the Admissions Regulations,
270 policies and procedures of the Appraisal Institute relating to demonstration appraisal reports and their
271 alternatives.

272
273 The Demonstration Appraisal Grading Panel, its Chair and its members shall also perform such other
274 duties as may be assigned to it by the Admissions and Designation Qualifications Committee and
275 Board of Directors.

276

277 **Part E: Narrative Examinations Grading Panel**

278 There shall be a Narrative Examinations Grading Panel of the Admissions and Designation
279 Qualifications Committee. The Chair and members of the Narrative Examinations Grading Panel shall
280 be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this
281 Regulation and shall meet the qualifications established by the Admissions and Designation
282 Qualifications Committee.

283

284 The Chair of the Narrative Examinations Grading Panel shall oversee the assignment of Narrative
285 Examinations Grading Panel members to serve as graders of narrative examinations as set forth in
286 the Admissions Regulations, policies and procedures of the Appraisal Institute. Panel members
287 assigned to serve as graders of narrative examinations shall fulfill the duties and responsibilities set
288 forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

289

290 The Chair and members of the Narrative Examinations Grading Panel may recommend to the
291 Admissions and Designation Qualifications Committee changes to the Admissions Regulations,
292 policies and procedures of the Appraisal Institute relating to narrative examinations.

293

294 The Narrative Examinations Grading Panel, its Chair and its members shall also perform such other
295 duties as may be assigned to it by the Admissions and Designation Qualifications Committee and
296 Board of Directors.

297

298

299 **Part F: Comprehensive Examination Panel**

300 There shall be a Comprehensive Examination Panel of the Admissions and Designation
301 Qualifications Committee. The Chair and members of the Comprehensive Examination Panel shall be
302 MAI Designated Members, shall meet the qualifications set forth in this Regulation and shall meet the
303 qualifications established by the Admissions and Designation Qualifications Committee.

304

305 The Comprehensive Examination Panel shall:

306

307 1. Prepare questions and answers for the General Comprehensive Examination;

308

309 2. Oversee the grading of the General Comprehensive Examination;

310

311 3. Recommend to the Admissions and Designation Qualifications Committee changes to the general
312 subject matters covered by the General Comprehensive Examination;

313

314 4. Interface with the Education Committee regarding the content of education programs as it relates
315 to the General Comprehensive Examination; and

316

317 5. Perform such other duties as may be assigned to it by the Admissions and Designation
318 Qualifications Committee and Board of Directors.

319

320

321 **Part G: Admissions Appeals Panel**

322 There shall be an Admissions Appeals Panel that shall report directly to the Board of Directors. The
323 members of the Admissions Appeals Panel shall be Designated Members of the Appraisal Institute,
324 shall meet the qualifications set forth in this Regulation and shall meet the qualifications established
325 by the Board of Directors. A member of the Admissions Appeals Panel may not concurrently serve on
326 the Admissions Appeals Panel and on the Admissions and Designation Qualifications Committee or
327 its Panels.

328
329 The Chair of the Admissions Appeals Panel shall select individuals from the Panel to serve on Appeal
330 Boards that:

- 331
- 332 1. Conduct appellate proceedings and render decisions on appeals as set forth in the Admissions
333 Regulations, policies and procedures of the Appraisal Institute.
 - 334
335 2. Conduct appellate proceedings and make recommendations concerning readmission to
336 designated membership pursuant to Regulation No. 4 and the related procedures and policies of
337 the Appraisal Institute; and
 - 338
339 3. Conduct appellate proceedings and render decisions on appeals regarding suspension or
340 termination of membership for failure to fulfill continuing education requirements as set forth in the
341 Bylaws and Regulations and related procedures and policies of the Appraisal Institute.

342
343 The Chair and members of the Admissions Appeals Panel may recommend to the Admissions and
344 Designation Qualifications Committee and the Board of Directors changes to the procedures relating
345 to admissions, readmission and continuing education.

346
347 The Admissions Appeals Panel, its Chair and its members shall also perform such other duties as
348 may be assigned to it by the Board of Directors.

349
350
351

353

354 Professional Standards and Guidance Committee

355

356 **Part A: Composition of Committee**

357 The Professional Standards and Guidance Committee shall consist of a Chair and nine (9) members
358 at large, and the Appraisal Institute representative to The Appraisal Foundation Advisory Council, all
359 of whom shall be Designated Members of the Appraisal Institute.

360

361

362 **Part B: Powers and Duties of Committee**

363 The Professional Standards and Guidance Committee shall:

364

365 1. Review and analyze information relating to services appraisers provide, standards and ethics for
366 the profession and appraisal practice issues where further guidance may be beneficial;

367

368 2. Seek input from appropriate Appraisal Institute and external bodies and individuals on standards
369 and ethics for the appraisal profession;

370

371 3. Develop positions on exposure drafts of standards and ethics impacting the appraisal profession
372 both in the United States and world-wide;

373

374 4. Recommend to the Board of Directors amendments to the Appraisal Institute Code of
375 Professional Ethics and Standards of Professional Appraisal Practice;

376

377 5. Provide general guidance to the Appraisal Institute membership on professional practice issues;
378 and

379

380 6. Perform such other duties as may be assigned to it by the Board of Directors.

381

382

383 **Part C: Additional Powers and Duties of Committee Chair**

384 The Chair of the Professional Standards and Guidance Committee shall, in consultation with the
385 President, ensure that an Appraisal Institute representative:

386

387 1. Attends meetings of the Appraisal Standards Board of The Appraisal Foundation and presents
388 Appraisal Institute positions to such Board;

389

390 2. Attends meetings of the International Valuation Standards Committee and presents Appraisal
391 Institute positions to such Committee; and

392

393 3. Interfaces with other entities establishing standards and ethics impacting the appraisal
394 profession.

395

396 **Part D: Appraisal Guidance Panel**

397 There shall be an Appraisal Guidance Panel that shall report directly to the Professional Standards
398 and Guidance Committee. The Chair and members of the Appraisal Guidance Panel shall be
399 Designated Members of the Appraisal Institute. The Chair and members of the Appraisal Guidance
400 Panel also shall meet the qualifications set forth in this Regulation and shall meet the qualifications
401 established by the Board of Directors.

402

403 The Appraisal Guidance Panel shall:

404

- 405 1. Develop general guidance and formal Guide Notes on specific appraisal practice issues as
406 requested by the Professional Standards and Guidance Committee or Board of Directors; and
407
- 408 2. Perform such other duties as may be assigned to it by the Professional Standards and Guidance
409 Committee or Board of Directors.

410

411

412

413

415

416 **Associate Member Committee**

417

418 **Part A: Composition of Committee**

419 The national Associate Member Committee shall consist of eleven (11) members. The eleven (11)
420 members shall be the Chairs of the Regional Associate Member Committees and the Associate
421 Member on the national Board of Directors.

422

423 The national Associate Member Committee shall elect its Chair from among its members. The Chair
424 shall serve a one (1) year term as Chair and may serve two (2) consecutive one (1) year terms.

425

426 If a member of the national Associate Member Committee becomes a Designated Member during his
427 or her term, the member may complete his or her term on such Committee.

428

429

430 **Part B: Powers and Duties of Committee**

431 The national Associate Member Committee shall:

432

- 433 1. Discuss issues impacting Associate Members and provide recommendations to the Board of
434 Directors and other bodies as appropriate;
- 435
- 436 2. Provide a platform from which Associate Members can have direct communications with various
437 elements of the national organization;
- 438
- 439 3. Enhance communications between the national organization and individual Associate Members
440 at the Chapter level;
- 441
- 442 4. Recommend to the national Nominating Committee one (1) or more Associate Members for
443 nomination to serve as the Associate Member on the national Board of Directors; and
444
- 445 5. Perform such other duties as may be assigned to it by the Board of Directors.
- 446

447

447 **Part C: Implementation of Committee**

448 The national Associate Member Committee shall be implemented on a date certain, to be determined
449 by the Board of Directors.

450

451

453

454 **Diversity Committee**

455

456 **Part A: Composition of Committee**

457 The Diversity Committee shall consist of a Chair and six (6) members at large. The members at large
458 of the Diversity Committee may be Appraisal Institute members or non-members.

459

460

461 **Part B: Powers and Duties of Committee**

462 The Diversity Committee shall be responsible for enhancing diversity within the Appraisal Institute
463 and the appraisal profession. The Diversity Committee shall:

464

- 465 1. Review and analyze information relating to diversity issues in the Appraisal Institute and the
466 appraisal profession;
- 467
- 468 2. Recommend to the Board of Directors policies relating to diversity in the Appraisal Institute and
469 the appraisal profession;
- 470
- 471 3. Recommend to the Strategic Planning Committee programs to enhance diversity within the
472 Appraisal Institute and the appraisal profession;
- 473
- 474 4. Proactively seek governance and program participation from the diversity of Appraisal Institute
475 membership;
- 476
- 477 5. Work with appropriate bodies and individuals to enhance knowledge of and commitment to the
478 Appraisal Institute's diversity policies and programs;
- 479
- 480 6. Monitor the Appraisal Institute's diversity programs and policies and recommend revisions to such
481 programs and policies as appropriate; and
- 482
- 483 7. Perform such other duties as may be assigned to it by the Board of Directors.
- 484

486

487 **Education Committee**

488

489 **Part A: Composition of Committee**

490 The Education Committee shall consist of a Chair and ten (10) members at large, all of whom shall be
491 Designated Members of the Appraisal Institute.

492

493

494 **Part B: Powers and Duties of Committee**

495 The Education Committee shall:

496

497 1. Review and analyze information relevant to creating appraiser education strategies, including, but
498 not limited to, market needs, course and seminar performance, instructor performance generally,
499 areas for enhancement of appraiser education and customer needs and satisfaction;

500

501 2. Recommend to the Board of Directors education programming strategies for qualifying,
502 continuing and advanced education needs;

503

504 3. Monitor Appraisal Institute courses and seminars to ensure that they fulfill education strategies
505 and qualifications specifications;

506

507 4. Interface with the Admissions and Designation Qualifications Committee to ensure that education
508 program and examination content meet qualification requirements;

509

510 5. Review the curriculum of the formal education degree programs of universities, including master's
511 degree programs, for equivalency with Appraisal Institute education qualifications, subject to
512 ratification by the Admissions and Designation Qualifications Committee;

513

514 6. Recommend positions to the Board of Directors relating to education matters under the
515 jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in
516 consultation with the President, ensure that the Appraisal Institute is represented at AQB
517 meetings where education matters are addressed; and, in consultation with the President, ensure
518 that Appraisal Institute positions regarding such education matters are presented to the AQB;

519

520 7. Recommend to the Board of Directors policies, procedures and programs for qualification and
521 development of instructors, and monitor implementation of such policies, procedures and
522 programs; and

523

524 8. Perform such other duties as may be assigned to it by the Board of Directors.

525

526

527 **Part C: Publications Review Panel**

528 There shall be a Publications Review Panel. The Chair of the Publications Review Panel shall be a
529 Designated Member of the Appraisal Institute. The members of the Publications Review Panel shall
530 be members of the Appraisal Institute. The Chair and members of the Publications Review Panel
531 shall also meet the qualifications set forth in this Regulation and the qualifications established by the
532 Board of Directors.

533

534 Members of the Publications Review Panel will provide ideas, expertise and other input for Appraisal
535 Institute publications, except for *The Appraisal Journal*.

536

537 The Publications Review Panel, its Chair and its members shall also perform such other duties as
538 may be assigned to it by the Education Committee and Board of Directors.

539

540

542

543 Finance Committee

544

545 **Part A: Composition of Committee**

546 The Finance Committee shall consist of a Chair and six (6) members, all of whom shall be
547 Designated Members of the Appraisal Institute. The Chair shall be the Vice President of the Appraisal
548 Institute. At least two (2) of the members must also be members of the Board of Directors with at
549 least one (1) year remaining on their Board terms at the time they assume their positions on the
550 Finance Committee. The other four (4) members shall be members at large.

551

552

553 **Part B: Powers and Duties of Committee**

554 The Finance Committee shall:

555

- 556 1. Recommend to the Board of Directors financial policies relating to, but not limited to, financial
557 reserves, investments, reimbursements, compensation and financial goals;
- 558 2. Monitor financial policies and recommend to the Board of Directors revisions of such policies as
559 appropriate;
- 560 3. Review the staff prepared draft annual operating budget for the coming year to ensure that such
561 draft budget complies with strategic plan priorities, financial policies and financial goals and make
562 appropriate revisions;
- 563 4. Recommend to the Board of Directors a final operating budget after review and revision of the
564 staff prepared draft annual operating budget and report to the Board of Directors those programs
565 not funded and the amount of funding for new programs;
- 566 5. Evaluate and assess the Appraisal Institute's financial status and performance, as well as
567 financial risks, on a quarterly and annual basis at minimum;
- 568 6. Report to the Board of Directors the Appraisal Institute's financial status, financial performance,
569 financial risks and significant variances from the annual operating budget; and
- 570 7. Perform such other duties as may be assigned to it by the Board of Directors.

571

572

573

574

575

576

577

578

579

581

582 **Government Relations Committee**

583

584 **Part A: Composition of Committee**

585 The Government Relations Committee shall consist of a Chair and one (1) member from each
586 Region.

587

588 The members of the Government Relations Committee may be Appraisal Institute members or non-
589 members. The members of the Government Relations Committee may serve no more than three (3)
590 consecutive two (2) year terms.

591

592

593 **Part B: Powers and Duties of Committee**

594 The Government Relations Committee shall:

595

- 596 1. Recommend to the Strategic Planning Committee legislative, regulatory and other initiatives
597 relating to the appraisal profession;
- 598 2. Except where provided otherwise, develop positions relating to legislative, regulatory and other
599 proposals and actions relating to the appraisal profession consistent with the policies and
600 directives of the Appraisal Institute;
- 601 3. In consultation with the President, ensure that the Appraisal Institute is represented at
602 governmental activities that impact the appraisal profession, and that the Appraisal Institute
603 positions regarding legislation, regulation and other proposals impacting the appraisal profession
604 are presented before governmental entities;
- 605 4. Provide input to the Professional Standards and Guidance Committee on matters relating to The
606 Appraisal Foundation's Appraisal Standards Board and provide input to the Education Committee
607 and Admissions and Designation Qualifications Committee on matters relating to The Appraisal
608 Foundation's Appraiser Qualifications Board as appropriate;
- 609 5. Recommend to the Board of Directors policies and initiatives regarding the Appraisal Institute's
610 relationships with governmental entities and other external appraisal regulatory bodies; and
611 6. Perform such other duties as may be assigned to it by the Board of Directors.

612

613

614

615

616

617

618

619

619 **Part C: Government Relations Panel**

620 There shall be a Government Relations Panel of the Government Relations Committee. The Chair of
621 the Government Relations Panel shall be a Designated Member of the Appraisal Institute. The
622 members of the Government Relations Panel shall be members of the Appraisal Institute. The Chair

623 and members of the Government Relations Panel shall also meet the qualifications set forth in this
624 Regulation and the qualifications established by the Board of Directors.

625

626 Members of the Government Relations Panel will provide subject matter expertise and other
627 assistance for development of positions and comment letters, as well as other needs relating to
628 government relations issue.

629

630 The Government Relations Panel, its Chair and its members shall also perform such other duties as
631 may be assigned to it by the Board of Directors.

632

634

635 **International Relations Committee**

636

637 **Part A: Composition of Committee**

638 The International Relations Committee shall consist of a Chair, up to eight (8) at-large members who
639 are Members of the Appraisal Institute and the International Member on the Board of Directors.

640

641

642 **Part B: Powers and Duties of Committee**

643 The International Relations Committee shall:

644

- 645 1. Review and analyze information relating to international markets and opportunities for the
646 Appraisal Institute, Appraisal Institute members and the appraisal profession;
- 647
- 648 2. Recommend to the Strategic Planning Committee international programs, initiatives and liaisons;
649
- 650 3. Recommend to the Board of Directors policies relating to international issues;
651
- 652 4. Identify and recommend initiatives to embrace the cultural diversity among appraisers world-wide;
653
- 654 5. Recommend to the national Nominating Committee one (1) or more International Members for
655 nomination to serve as the International Member on the national Board of Directors;
656
- 657 6. Monitor effectiveness of international programs and initiatives, and monitor internationally offered
658 educational programs and publications to identify any cultural or language issues;
659
- 660 7. In consultation with the President and within the approved budget, ensure that the Appraisal
661 Institute is represented at appropriate international meetings and events; and
662
- 663 8. Perform such other duties as may be assigned to it by the Board of Directors.
664
665

667

668 Professional Practice Compliance and 669 Enforcement Committee

670

671 **Part A: Composition of Committee**

672 The Professional Practice Compliance and Enforcement Committee shall consist of a Chair, the
673 Director of Screening, the Chair of the Professional Standards and Guidance Committee, the Chair of
674 the Professional Practice Appeals Panel and three (3) members at large.

675

676

677 **Part B: Powers and Duties of Committee**

678 The Professional Practice Compliance and Enforcement Committee shall:

679

680 1. Review and analyze information relating to effectiveness of peer review Regulations, policies and
681 procedures and identify common issues relating to services provided by appraisers;

682

683 2. Recommend to the Board of Directors Regulations, policies and procedures for peer review
684 proceedings and revisions thereof;

685

686 3. Exercise general supervision and control over peer review proceedings;

687

688 4. Notify appropriate bodies and individuals where changes to appraiser education and training may
689 be beneficial based on general findings in peer review proceedings;

690

691 5. Perform such other duties as provided in the Regulations, procedures and policies governing
692 peer review; and

693

694 6. Perform such other duties as may be assigned to it by the Board of Directors.

695

696

697 **Part C: Professional Practice Appeals Panel**

698 There shall be a Professional Practice Appeals Panel that shall report directly to the Board of
699 Directors. The members of the Professional Practice Appeals Panel shall be Designated Members of
700 the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the
701 qualifications established by the Board of Directors. A member of the Professional Practice Appeals
702 Panel (excepting the Chair) may not concurrently serve on the Professional Practice Compliance and
703 Enforcement Committee.

704

705 The Chair of the Professional Practice Appeals Panel shall select individuals from the Panel to serve
706 on the Professional Practice Appeal Boards that conduct appellate proceedings and render decisions
707 on appeals as set forth in the Regulation No. 6 and related policies and procedures.

708

709 The Chair and members of the Professional Practice Appeals Panel may recommend to the
710 Professional Practice Compliance and Enforcement Committee and the Board of Directors changes
711 to the procedures relating the enforcement of the Standards of Professional Appraisal Practice and
712 Code of Professional Ethics.

713

714 The Professional Practice Appeals Panel, its Chair and its members shall also perform such other
715 duties as may be assigned to it by the Board of Directors.

716

717

718

719

721

722 **Strategic Planning Committee**

723

724 **Part A: Composition of Committee**

725 The Strategic Planning Committee shall consist of a Chair and nine (9) members. The members of
726 the Strategic Planning Committee shall include: two (2) members who are appointed by the
727 President; a member of the Board of Directors elected by the Board of Directors, the Admissions and
728 Designation Qualifications Committee Chair, the Education Committee Chair, the Government
729 Relations Committee Chair, the International Relations Committee Chair, the Professional Practice
730 Compliance and Enforcement Committee Chair, and the Chief Executive Officer, who shall serve as a
731 non-voting member.

732

733 The Chair of the Strategic Planning Committee shall be elected by the Board of Directors at its third
734 regular meeting in the year prior to the commencement of the Chair's term. The Chair of the
735 Strategic Planning Committee shall serve a two (2) year term and may serve no more than two (2)
736 consecutive full two (2) year terms.

737

738 The two (2) members appointed by the President shall be Designated or Associate Members of the
739 Appraisal Institute, shall serve two (2) year staggered terms, and shall serve no more than two (2)
740 consecutive full two (2) year terms. The member of the Board of Directors, elected by the Board of
741 Directors, shall serve a two (2) year term, shall serve no more than two (2) consecutive full two (2)
742 year terms, and shall have at least two (2) years remaining on his or her Board of Directors term at
743 the commencement of his or her term on the Strategic Planning Committee.

744

745 The Chairs of the Committees shall serve on the Strategic Planning Committee for the duration of
746 their service as Chairs of such committees.

747

748

749 **Part B: Powers and Duties of Committee**

750 The Strategic Planning Committee shall:

751

- 752 1. Monitor issues, trends, opinions and other factors that affect or will affect the Appraisal Institute
753 and the appraisal profession;
- 754 2. Recommend to the Board of Directors strategic and operating plans, including, but not limited to,
755 mission, goals, strategies, priorities and adjustments thereto; and
756
- 757 3. Perform such other duties as may be assigned to it by the Board of Directors.
758

759

760

761 **Part C: Client Advisory Board**

762 There shall be a Client Advisory Board of the Strategic Planning Committee. The Client Advisory
763 Board shall be considered a Panel for purposes of this Regulation. The Chair and members of the
764 Client Advisory Board may be Appraisal Institute members or non-members, shall meet the
765 qualifications set forth in this Regulation and shall meet the qualifications established by the Board of
766 Directors.

767

768 The Client Advisory Board shall:

769

770 1. Provide input to the Strategic Planning Committee regarding client needs and perspectives; and

771

772 2. Perform such other duties as may be assigned to it by the Strategic Planning Committee and
773 Board of Directors.

774

776

777 **The Appraisal Journal Editorial Board**

778

779 **Part A: Composition of Board**

780 The Appraisal Journal Editorial Board shall consist of a Chair, seven (7) Designated Members of the
781 Appraisal Institute, and one (1) Associate Member of the Appraisal Institute. The members of the
782 Appraisal Journal Editorial Board may serve an unlimited number of consecutive terms. The Appraisal
783 Journal Editorial Board shall report to the Board of Directors and shall be considered a committee for
784 purposes of this Regulation and the Bylaws of the Appraisal Institute.

785

786

787 **Part B: Powers and Duties of Board**

788

789 The Appraisal Journal Editorial Board shall:

790

791 1. Oversee the content of *The Appraisal Journal*;

792

793 2. Recommend to the Board of Directors editorial policies relating to *The Appraisal Journal*;

794

795 3. Perform such other duties as may be assigned to it by the Board of Directors.

796

797

799

800 **Past Presidents Panel**

801

802 There shall be a Past Presidents Panel. Members of the Panel shall be the past Presidents of the
803 Appraisal Institute and its predecessors. The Past Presidents Panel may:

804

805 1. Provide input to the Board of Directors on Appraisal Institute matters as requested by the Board
806 of Directors or President; and

807

808 2. Perform such other duties as may be assigned to it by the Board of Directors.

809

810

811

813

814 **Member Benefits Panel**

815

816 There shall be a Member Benefits Panel that shall report directly to the Board of Directors. The Chair
817 of the Member Benefits Panel shall be a Designated Member of the Appraisal Institute. The members
818 of the Member Benefits Panel shall be members of the Appraisal Institute. The Chair and members
819 of the Member Benefits Panel shall meet the qualifications set forth in this Regulation and shall meet
820 the qualifications established by the Board of Directors.

821

822 The Member Benefits Panel shall:

823

824 1. Provide input on specific member benefits the Appraisal Institute is considering offering; and

825

826 2. Perform such other duties as may be assigned to it by the Executive Committee and the Board of
827 Directors.

828

ARTICLE XVI

829

830

University Relations Panel

831

832 There shall be a University Relations Panel that shall report directly to the Board of Directors. The
833 Chair of the University Relations Panel shall be a Designated Member of the Appraisal Institute in
834 good standing. The members of the University Relations Panel may be members of the Appraisal
835 Institute or non-members of the Appraisal Institute. Panel members who are Appraisal Institute
836 members must be in good standing. The Chair and members of the University Relations Panel also
837 shall meet the qualifications set forth in this Regulation and any additional qualifications established
838 by the Board of Directors.

839

840 The University Relations Panel shall:

841

- 842 1. Provide ideas, expertise and other input to the Board of Directors on how to increase the
843 Appraisal Institute's presence and advance Appraisal Institute education with universities,
844 colleges and community colleges with real estate programs;
- 845
846 2. Establish and maintain relationships with universities, colleges and community colleges with real
847 estate programs; and
- 848
849 3. Perform such other duties as may be assigned to it by the Board of Directors.

850

851

852 1/6/12