

# Regulation No. 7

# National Committees

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## REGULATION NO. 7

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1 **ARTICLE I**

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2

3 **Purpose**

4

5 The purpose of this Regulation is to:

6

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

9

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

12

13 3) 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,  
17 Regulations and policies 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:

34

35 1) Chairs shall serve two (2) year terms and may serve two (2) consecutive full two (2) year terms;

36

37 2) Vice Chairs shall serve one (1) year terms and may be reappointed; and

38

39 3) other members shall serve two (2) year terms with staggered expiration dates and may serve two  
40 (2) consecutive full two (2) year terms.

41

42 Such terms shall commence on January 1 of the appointing President's and Chair's term.

43

44

### 45 **Part C: Eligibility**

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

47

48 1) be a Designated Member or Candidate when required by the Regulation provisions governing  
49 the committee and the position in which the individual would serve;

50

51 2) be in good standing as defined in the Bylaws;

52

53 3) hold the status "continuing education program completed" if a Designated Member or have  
54 completed continuing education requirements of the Appraisal Institute for Candidates if a  
55 Candidate;

56

57 4) be adept at and possess technical capability for prompt Internet communication including the  
58 ability to access and respond to e-mail;

59

- 60 5) have completed the Leadership Resources Registry;  
61  
62 6) not have been subject to a publishable disciplinary action as defined by the Regulations of the  
63 Appraisal Institute within the five (5) years prior to appointment or election;  
64  
65 7) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
66 the content of all non-commercial e-mails originating from the national organization, the  
67 individual's region and the individual's chapter; and  
68  
69 8) have met such other minimum qualifications for service as may be adopted by the Board of  
70 Directors from time to time.

71  
72 Committee Chairs shall be Designated Members.  
73

74 If an Appraisal Institute designation is conferred on a Candidate who is serving on a committee in a  
75 position for which Candidacy is required as a condition of service pursuant to the Regulation  
76 provisions governing the committee, such newly Designated Member may serve the remainder of his  
77 or her term so long as the newly Designated Member continues to meet all other requirements for  
78 service on the committee.  
79

80 Individuals serving on committees who were Associate Members as of December 31, 2012, whose  
81 terms extend beyond that date and who become Practicing Affiliates on January 1, 2013 may serve  
82 the remainder of their terms so long as they continue to meet all other requirements for service on the  
83 committee and maintain their Practicing Affiliate status; however, such individuals shall only be  
84 eligible for re-election or re-appointment if they have become Candidates or Designated Members,  
85 whichever may be required to serve.  
86  
87

## 88 **Part D: Removal**

89 A committee Chair, Vice Chair or member shall be automatically removed if he or she:  
90

- 91 1) ceases to be a Designated Member or Candidate and is holding a position for which Designated  
92 Membership or Candidacy is required by the Regulation provisions governing the committee as a  
93 condition of service;  
94  
95 2) ceases to hold a particular Appraisal Institute designation and is holding a position for which such  
96 designation is required by the Regulation provisions governing the committee as a condition of  
97 service;  
98  
99 3) ceases to be in good standing as defined in the Bylaws;  
100  
101 4) receives a publishable disciplinary action as defined in the Regulations of the Appraisal Institute;  
102 or  
103

104 5) ceases to hold the status “continuing education program completed” if a Designated Member or  
105 fails to complete continuing education requirements of the Appraisal Institute for Candidates if a  
106 Candidate.  
107

108 Further, the Board of Directors may remove a Chair, Vice Chair or member of a committee for cause  
109 by a sixty percent (60%) vote.  
110  
111

## 112 **Part E: Vacancies**

113 Unless otherwise established by the Bylaws and this Regulation, if a vacancy for whatever reason  
114 occurs in a committee position, such vacancy shall be filled by appointment by the President or  
115 election, depending on the means by which the position is regularly filled. However, the member so  
116 appointed or elected must be qualified to serve in the position from the time of appointment or  
117 election.  
118

119 Any appointment by the President to fill a vacant committee position shall be subject to approval by  
120 the Board of Directors at its next regularly scheduled or special meeting. All business conducted by  
121 committees shall be deemed valid regardless of the Board of Director’s subsequent actions with  
122 respect to disapproval of any committee appointments.  
123  
124

## 125 **Part F: Meetings, Quorum and Voting**

126 A committee may hold meetings either in person or by interactive technology, so long as all members  
127 of the committee participating in the meeting can communicate with one another. Interactive  
128 technology includes, but is not limited to, conference telephone, electronic transmission, Internet  
129 usage and remote communication. Action taken at a meeting held via interactive technology shall be  
130 as effective as if the committee members had met in person.  
131

132 A majority of the members of a committee shall constitute a quorum for the transaction of the  
133 business of that committee, except as provided otherwise in the Appraisal Institute Bylaws and  
134 Regulations. The vote of a majority of members of a committee voting at a duly held meeting shall be  
135 regarded as the act of that committee. A meeting at which a quorum is initially present may continue  
136 to transact business, notwithstanding the withdrawal of any members, if any action taken is approved  
137 by a majority of the required quorum for that meeting or by a majority of the remaining members,  
138 whichever is greater.  
139

140 Except where otherwise provided, each member of a committee shall have one (1) vote on each  
141 matter coming before that committee. Using the best interests of the Appraisal Institute as a guide,  
142 each member of a committee shall vote his or her own conscience on every matter brought before  
143 such committee. A member of a committee may not attend a committee meeting by proxy or vote by  
144 proxy.  
145

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

151

152

### 153 **Part G: Responsibilities of Chair**

154 The Chair of each committee shall:

155

156 1) oversee the preparation of the agenda for meetings;

157

158 2) chair committee meetings;

159

160 3) assign matters within committee jurisdiction to members of the committee as appropriate;

161

162 4) monitor progress on committee assignments and goals established by the Board of Directors;

163

164 5) ensure that the committee completes the assignments and achieves the goals established by the  
165 Board of Directors;

166

167 6) serve as spokesperson regarding the committee's activities, recommendations and decisions  
168 within the Appraisal Institute's governance structure; and

169

170 7) ensure that committee activities, recommendations and decisions are reported to the Board of  
171 Directors.

172

173

### 174 **Part H: Panels**

175 The Board of Directors may from time to time establish and abolish Panels as it deems necessary or  
176 appropriate. Work Groups, individuals and other bodies can be selected by Panel or Committee  
177 Chairs from the membership of the Panels to implement specific Bylaws, Regulations and policies of  
178 the Appraisal Institute and to perform specified functions.

179

180 Panels shall have a Chair, as provided in this Regulation, who shall be appointed by the President,  
181 subject to the approval of the Board of Directors. The Chairs of Panels shall serve two (2) year terms  
182 and may serve no more than two (2) consecutive full two (2) year terms. The Chairs of Panels shall  
183 be Designated Members of the Appraisal Institute in good standing.

184

185 Panels may include any number of members. Panel members shall be appointed by the President for  
186 one (1) year calendar terms and may be re-appointed. Except where otherwise provided, Panel  
187 members must be Designated Members of the Appraisal Institute in good standing.

188



189 To be eligible for service as a Chair or member of a Panel, an individual shall:  
190

- 191 1) be a Designated Member, Candidate, Practicing Affiliate or Affiliate when required by the  
192 Regulation provisions governing the Panel and the position in which the individual would serve;  
193
- 194 2) be in good standing as defined by the Bylaws if a Designated Member, Candidate, Practicing  
195 Affiliate or Affiliate;  
196
- 197 3) not have been subject to a publishable disciplinary action by the Appraisal Institute within the five  
198 (5) years prior to appointment;  
199
- 200 4) hold the status “continuing education program completed” if a Designated Member, have  
201 completed any continuing education requirements for Candidates if a Candidate, have completed  
202 any continuing education requirements for Practicing Affiliates if a Practicing Affiliate or have  
203 completed any continuing education requirements for Affiliates if an Affiliate;  
204
- 205 5) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
206 the content of all non-commercial e-mails originating from the national organization, the  
207 individual's region and the individual's chapter;  
208
- 209 6) have completed the Leadership Resources Registry; and  
210
- 211 7) have met such other minimum qualifications for service as may be adopted by the Board of  
212 Directors from time to time.  
213

214 A Panel Chair or member shall be automatically removed if he or she:  
215

- 216 1) ceases to be a Designated Member, Candidate, Practicing Affiliate or Affiliate of the Appraisal  
217 Institute and is holding a position for which membership, candidacy or affiliation is required by the  
218 Regulation provisions governing the Panel and the position in which the individual is serving as a  
219 condition of service;  
220
- 221 2) ceases to be in good standing as defined by the Bylaws if a Designated Member, Candidate,  
222 Practicing Affiliate or Affiliate;  
223
- 224 3) ceases to hold a particular Appraisal Institute designation and is holding a position for which such  
225 designation is required by the Regulation provisions governing the Panel as a condition of  
226 service;  
227
- 228 4) receives a publishable disciplinary action as defined in the Regulations of the Appraisal Institute;  
229
- 230 5) ceases to hold the status “continuing education program completed” if a Designated Member,  
231 fails to complete any continuing education requirements of the Appraisal Institute for Candidates  
232 if a Candidate, fails to complete any continuing education requirements of the Appraisal Institute

233 for Practicing Affiliates if a Practicing Affiliate or fails to complete any continuing education  
234 requirements of the Appraisal Institute for Affiliates if an Affiliate.  
235  
236 Further, the Board of Directors may remove the Chair or member of a Panel for cause by a sixty  
237 percent (60%) vote.  
238  
239

241

## 242 Admissions and Designation Qualifications 243 Committee

244

### 245 **Part A: Composition of Committee**

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

250

251

### 252 **Part B: Powers and Duties of Committee**

253 The Admissions and Designation Qualifications Committee shall:

254

255 1) review and analyze trends in the appraisal profession and real estate markets, review and  
256 analyze the requirements for Appraisal Institute designations and the value of Appraisal Institute  
257 designations in the marketplace and review and analyze the effectiveness of admissions  
258 procedures;

259

260 2) monitor the appropriateness, application and effectiveness of requirements, policies and  
261 procedures for admission to affiliation, candidacy and designated membership;

262

263 3) recommend to the Board of Directors changes to the Bylaws and Regulations impacting the  
264 requirements for admission to affiliation, candidacy and designated membership;

265

266 4) create and adjust Admissions Procedure Manuals, admissions policies and admissions  
267 procedures as it deems appropriate;

268

269 5) monitor appropriateness of, compliance with and effectiveness of any continuing education  
270 requirements, policies and procedures for Designated Members, Candidates, Practicing Affiliates  
271 and Affiliates;

272

273 6) recommend to the Board of Directors changes to the Bylaws and Regulations impacting  
274 continuing education for Designated Members, Candidates, Practicing Affiliates and Affiliates;

275

276 7) create and adjust continuing education policies and procedures as appropriate;

277

278 8) identify, recommend and oversee development of programs to encourage Candidates to fulfill the  
279 requirements for Appraisal Institute designation and to provide appropriate assistance to  
280 Candidates in doing so;

- 281 9) recommend positions to the Board of Directors relating to certification and licensing matters under  
282 the jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in  
283 consultation with the President, ensure that the Appraisal Institute is represented at AQB  
284 meetings where certification and licensing matters are addressed and in consultation with the  
285 President, ensure that Appraisal Institute positions regarding certification and licensing matters  
286 are presented to the AQB; and  
287  
288 10) perform such other duties as may be assigned to it by the Board of Directors.  
289  
290

### 291 **Part C: Experience Panel**

292 There shall be an Experience Panel of the Admissions and Designation Qualifications Committee.  
293 The Chair and members of the Experience Panel shall be Designated Members of the Appraisal  
294 Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications  
295 established by the Admissions and Designation Qualifications Committee.  
296

297 The Chair of the Experience Panel shall oversee the assignment of Experience Panel members to  
298 serve as Screeners and to serve on Experience Committees as set forth in the Admissions  
299 Regulations, policies and procedures of the Appraisal Institute. Panel members assigned to serve as  
300 Screeners and Experience Committee members shall fulfill the duties and responsibilities set forth in  
301 the Admissions Regulations, policies and procedures of the Appraisal Institute.  
302

303 The Chair and members of the Experience Panel may recommend to the Admissions and  
304 Designation Qualifications Committee changes to the Admissions Regulations, policies and  
305 procedures of the Appraisal Institute.  
306

307 The Experience Panel, its Chair and its members shall also perform such other duties as may be  
308 assigned to it by the Admissions and Designation Qualifications Committee and Board of Directors.  
309  
310

### 311 **Part D: Demonstration of Knowledge Grading Panel**

312 There shall be a Demonstration of Knowledge Grading Panel of the Admissions and Designation  
313 Qualifications Committee. The Chair and members of the Demonstration of Knowledge Grading  
314 Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in  
315 this Regulation and shall meet the qualifications established by the Admissions and Designation  
316 Qualifications Committee.  
317

318 The Chair of the Demonstration of Knowledge Grading Panel shall oversee the assignment of  
319 Demonstration of Knowledge Grading Panel members to serve as graders of Demonstration of  
320 Knowledge submissions as set forth in the Admissions Regulations, policies and procedures. The  
321 Chair of the Demonstration of Knowledge Grading Panel shall also perform such other duties as set  
322 forth in the Admissions Regulations, policies and procedures.

323 Panel members assigned to serve as graders of Demonstration of Knowledge submissions shall fulfill  
324 the duties and responsibilities set forth in the Admissions Regulations, policies and procedures of the  
325 Appraisal Institute.

326

327 The Chair and members of the Demonstration of Knowledge Grading Panel may recommend to the  
328 Admissions and Designation Qualifications Committee changes to the Admissions Regulations,  
329 policies and procedures of the Appraisal Institute relating to the Demonstration of Knowledge  
330 requirement.

331

332 The Demonstration of Knowledge Grading Panel, its Chair and its members shall also perform such  
333 other duties as may be assigned to it by the Admissions and Designation Qualifications Committee  
334 and Board of Directors.

335

336

### 337 **Part E: Narrative Examinations Grading Panel**

338 There shall be a Narrative Examinations Grading Panel of the Admissions and Designation  
339 Qualifications Committee. The Chair and members of the Narrative Examinations Grading Panel shall  
340 be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this  
341 Regulation and shall meet the qualifications established by the Admissions and Designation  
342 Qualifications Committee.

343

344 The Chair of the Narrative Examinations Grading Panel shall oversee the assignment of Narrative  
345 Examinations Grading Panel members to serve as graders of narrative examinations as set forth in  
346 the Admissions Regulations, policies and procedures of the Appraisal Institute. Panel members  
347 assigned to serve as graders of narrative examinations shall fulfill the duties and responsibilities set  
348 forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

349

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

353

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

357

358

### 359 **Part F: Comprehensive Examination Panel**

360 There shall be a Comprehensive Examination Panel of the Admissions and Designation  
361 Qualifications Committee. The Chair and members of the Comprehensive Examination Panels shall  
362 be MAI Designated Members, SRA Designated Members, AI-GRS Designated Members, or AI-RRS  
363 Designated Members, shall meet the qualifications set forth in this Regulation, and shall meet the  
364 qualifications established by the Admissions and Designation Qualifications Committee.

365

366 The Comprehensive Examination Panel shall:

367

368 1) prepare questions and answers for all Comprehensive Examinations;

369

370 2) oversee the grading of all Comprehensive Examinations;

371

372 3) recommend to the Admissions and Designation Qualifications Committee changes to all subject  
373 matters covered by these Comprehensive Examinations;

374

375 4) interface with the Education Committee regarding the content of education programs as it relates  
376 to all Comprehensive Examinations; and

377

378 5) perform such other duties as may be assigned to it by the Admissions and Designation  
379 Qualifications Committee and Board of Directors.

380

382

## 383 **Body of Knowledge Committee**

384

### 385 **Part A: Composition of Committee**

386 The Body of Knowledge Committee shall consist of a Chair, the Chair of the Education Committee,  
387 the Chair of the Professional Standards and Guidance Committee and six (6) members at large, all of  
388 whom shall be Designated Members of the Appraisal Institute

389

### 390 **Part B: Powers and Duties**

391 The Body of Knowledge Committee shall:

392

- 393 1) review and analyze information relevant to establishing and maintaining the Appraisal Institute  
394 Body of Knowledge;
- 395 2) maintain liaison with other Appraisal Institute committees, bodies and staff to help facilitate timely  
396 clarity and consistency of content in Appraisal Institute education, publications and standards;  
397
- 398 3) prepare and recommend from time to time a formal statement of the Body of Knowledge that is  
399 appropriate for the appraisal profession;  
400
- 401 4) monitor the appropriateness, application and effectiveness of the Body of Knowledge and  
402 recommend revisions as appropriate;  
403
- 404 5) prepare and recommend updates to the Body of Knowledge;
- 405 6) identify, nurture and recommend ways to promote the Body of Knowledge and its position within  
406 the valuation field;  
407
- 408 7) provide with each recommendation a statement indicating the effect of such recommendation  
409 upon the responsibilities of an Appraisal Institute committee, body or staff and the appropriate  
410 actions to be taken if the recommendation is approved by the Board of Directors; and  
411
- 412 8) perform such other duties as may be assigned to it by the Board of Directors;  
413
- 414
- 415

417

## 418 Education Committee

419

### 420 **Part A: Composition of Committee**

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

423

424

### 425 **Part B: Powers and Duties of Committee**

426 The Education Committee shall:

427

- 428 1) review and analyze information relevant to creating appraiser education strategies, including, but  
429 not limited to, market needs, course and seminar performance, instructor performance generally,  
430 areas for enhancement of appraiser education and customer needs and satisfaction;
- 431  
432 2) recommend to the Board of Directors education programming strategies for qualifying, continuing  
433 and advanced education needs;
- 434  
435 3) monitor Appraisal Institute courses and seminars to help ensure that they fulfill education  
436 strategies and qualifications specifications;
- 437  
438 4) interface with the Admissions and Designation Qualifications Committee to help ensure that  
439 education program and examination content meet qualification requirements;
- 440  
441 5) review the curriculum of the formal education degree programs of universities, including master's  
442 degree programs, for equivalency with Appraisal Institute education qualifications, subject to  
443 ratification by the Admissions and Designation Qualifications Committee;
- 444  
445 6) recommend positions to the Board of Directors relating to education matters under the jurisdiction  
446 of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the  
447 President, ensure that the Appraisal Institute is represented at AQB meetings where education  
448 matters are addressed; and, in consultation with the President, ensure that Appraisal Institute  
449 positions regarding such education matters are presented to the AQB;
- 450  
451 7) recommend to the Board of Directors policies, procedures and programs for qualification and  
452 development of instructors, and monitor implementation of such policies, procedures and  
453 programs; and
- 454  
455 8) perform such other duties as may be assigned to it by the Board of Directors.

456

457



459

## 460 Finance Committee

461

### 462 **Part A: Composition of Committee**

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

468

469

### 470 **Part B: Powers and Duties of Committee**

471 The Finance Committee shall:

472

473 1) recommend to the Board of Directors financial policies relating to, but not limited to, financial  
474 reserves, investments, reimbursements, compensation and financial goals;

475

476 2) monitor financial policies and recommend to the Board of Directors revisions of such policies as  
477 appropriate;

478

479 3) review the staff prepared draft annual operating budget for the coming year to ensure that such  
480 draft budget complies with strategic plan priorities, financial policies and financial goals and make  
481 appropriate revisions;

482

483 4) recommend to the Board of Directors a final operating budget after review and revision of the staff  
484 prepared draft annual operating budget and report to the Board of Directors those programs not  
485 funded and the amount of funding for new programs;

486

487 5) evaluate and assess the Appraisal Institute's financial status and performance, as well as  
488 financial risks, on a quarterly and annual basis at minimum;

489

490 6) report to the Board of Directors the financial status, financial performance, financial risks and  
491 significant variances from the annual operating budget of the Appraisal Institute; and

492

493 7) perform such other duties as may be assigned to it by the Board of Directors.

494

495

496

498

## 499 **Government Relations Committee**

500

### 501 **Part A: Composition of Committee**

502 The Government Relations Committee shall consist of a Chair and one (1) member from each  
503 Region. The members of the Government Relations Committee may be Appraisal Institute  
504 Designated Members or Candidates. The members of the Government Relations Committee may  
505 serve no more than three (3) consecutive two (2) year terms.

506

507

### 508 **Part B: Powers and Duties of Committee**

509 The Government Relations Committee shall:

510

511 1) recommend to the Strategic Planning Committee legislative, regulatory and other initiatives  
512 relating to the appraisal profession;

513

514 2) except where provided otherwise, develop positions relating to legislative, regulatory and other  
515 proposals and actions relating to the appraisal profession consistent with the policies and  
516 directives of the Appraisal Institute;

517

518 3) in consultation with the President, ensure that the Appraisal Institute is represented at  
519 governmental activities that impact the appraisal profession, and that the Appraisal Institute  
520 positions regarding legislation, regulation and other proposals impacting the appraisal profession  
521 are presented before governmental entities;

522

523 4) provide input to the Professional Standards and Guidance Committee on matters relating to The  
524 Appraisal Foundation's Appraisal Standards Board and Appraisal Practices Board, and provide  
525 input to the Education Committee and Admissions and Designation Qualifications Committee on  
526 matters relating to The Appraisal Foundation's Appraiser Qualifications Board as appropriate;

527

528 5) recommend to the Board of Directors policies and initiatives regarding the Appraisal Institute's  
529 relationships with governmental entities and other external appraisal regulatory bodies; and

530

531 6) perform such other duties as may be assigned to it by the Board of Directors.

532

533

### 534 **Part C: Government Relations Panel**

535 There shall be a Government Relations Panel of the Government Relations Committee. The  
536 members of the Government Relations Panel shall be Designated Members, Candidates, Practicing

537 Affiliates or Affiliates of the Appraisal Institute. Members of the Government Relations Panel shall  
538 also meet the qualifications set forth in this Regulation and the qualifications established by the Board  
539 of Directors.

540

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

544

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

547

549

## 550 **International Relations Committee**

551

### 552 **Part A: Composition of Committee**

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

556

557

### 558 **Part B: Powers and Duties of Committee**

559 The International Relations Committee shall:

560

- 561 1) review and analyze information relating to international markets and opportunities for the  
562 Appraisal Institute, Appraisal Institute Designated Members, Candidates, Practicing Affiliates,  
563 Affiliates and the appraisal profession;
- 564
- 565 2) recommend to the Strategic Planning Committee international programs, initiatives and liaisons;  
566
- 567 3) recommend to the Board of Directors policies relating to international issues;  
568
- 569 4) identify and recommend initiatives to embrace the cultural diversity among appraisers world-wide;  
570
- 571 5) recommend to the national Nominating Committee one (1) or more International Designated  
572 Members for nomination to serve as the International Designated Member on the national Board  
573 of Directors;
- 574
- 575 6) monitor effectiveness of international programs and initiatives, and monitor internationally offered  
576 educational programs and publications to identify any cultural or language issues;  
577
- 578 7) in consultation with the President and within the approved budget, ensure that the Appraisal  
579 Institute is represented at appropriate international meetings and events; and  
580
- 581 8) perform such other duties as may be assigned to it by the Board of Directors.

582

583

### 584 **Part C: International Relations Panel**

585 There shall be an International Relations Panel that shall report directly to the International Relations  
586 Committee. The members of the International Relations Panel shall be Designated Members,  
587 Candidates, Practicing Affiliates or Affiliates or individuals not in one of such categories. The

588 members of the International Relations Panel also shall meet the qualifications set forth in this  
589 Regulation and any additional qualifications established by the Board of Directors.

590

591 Upon selection from the Panel, members of the International Relations Panel shall, as requested:

592

593 1) provide ideas, expertise and other input to the International Relations Committee relating to  
594 specific international markets and opportunities for the Appraisal Institute, Appraisal Institute  
595 Designated Members, Candidates, Practicing Affiliates, Affiliates and the appraisal profession;

596

597 2) recommend to the International Relations Committee international programs, initiatives and  
598 liaisons; and

599

600 3) perform such other duties as may be assigned by the International Relations Committee,  
601 Executive Committee or Board of Directors.

602

604

605 **Professional Practice Compliance and**  
606 **Enforcement Committee**

607

608 **Part A: Composition of Committee**

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

612

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

614 The Professional Practice Compliance and Enforcement Committee shall:

615

616 1) review and analyze information relating to effectiveness of peer review Regulations, policies and  
617 procedures and identify common issues relating to services provided by appraisers;

618

619 2) recommend to the Board of Directors Regulations, policies and procedures for peer review  
620 proceedings and revisions thereof;

621

622 3) exercise general supervision and control over peer review proceedings;

623

624 4) notify appropriate bodies and individuals where changes to appraiser education and training may  
625 be beneficial based on general findings in peer review proceedings;

626

627 5) perform such other duties as provided in the Regulations, procedures and policies governing peer  
628 review; and

629

630 6) perform such other duties as may be assigned to it by the Board of Directors.

631

632

633

635

## 636 Professional Standards and Guidance Committee

637

### 638 **Part A: Composition of Committee**

639 The Professional Standards and Guidance Committee shall consist of a Chair and nine (9) members  
640 at large, all of whom shall be Designated Members of the Appraisal Institute.

641

642

### 643 **Part B: Powers and Duties of Committee**

644 The Professional Standards and Guidance Committee shall:

645

- 646 1) review and analyze information relating to services appraisers provide, standards and ethics for  
647 the profession and appraisal practice issues where further guidance may be beneficial;
- 648 2) seek input from appropriate Appraisal Institute and external bodies and individuals on standards  
649 and ethics for the appraisal profession;
- 650 3) develop positions on exposure drafts of standards and ethics impacting the appraisal profession  
651 both in the United States and world-wide;
- 652 4) recommend to the Board of Directors amendments to the Appraisal Institute Code of Professional  
653 Ethics and Standards of Professional Practice;
- 654 5) provide general guidance to Appraisal Institute Designated Members, Candidates, Practicing  
655 Affiliates and Affiliates on professional practice issues; and
- 656 6) perform such other duties as may be assigned to it by the Board of Directors.

657

658

### 659 **Part C: Additional Responsibilities of Committee Chair**

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

662

- 663 1) attends meetings of the Appraisal Standards Board and presents Appraisal Institute positions to  
664 such Boards;
- 665 2) attends meetings of the International Valuation Standards Committee and presents Appraisal  
666 Institute positions to such Committee; and
- 667 3) interfaces with other entities establishing standards and ethics impacting the appraisal profession.

668

676

677 **Strategic Planning Committee**

678

679 **Part A: Composition of Committee**

680 The Strategic Planning Committee shall consist of a Chair and five (5) members. The members of the  
681 Strategic Planning Committee shall include:

682

- 683 1) three (3) members who are appointed by the President;
- 684
- 685 2) two (2) members of the Board of Directors elected by the Board of Directors; and
- 686
- 687 3) the Chief Executive Officer, who shall serve as a non-voting member.

688

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

693

694 The three (3) members appointed by the President shall be Designated Members or Candidates of  
695 the Appraisal Institute, shall serve three (3) year staggered terms and shall serve no more than two  
696 (2) consecutive full three (3) year terms.

697

698 The two (2) members of the Board of Directors, elected by the Board of Directors, shall serve two (2)  
699 year staggered terms, shall serve no more than two (2) consecutive full two (2) year terms and shall  
700 have at least two (2) years remaining on his or her Board of Directors term at the commencement of  
701 his or her term on the Strategic Planning Committee.

702

703

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

705 The Strategic Planning Committee shall:

706

- 707 1) monitor issues, trends, opinions and other factors that affect or will affect the Appraisal Institute  
708 and the appraisal profession;
- 709
- 710 2) recommend to the Board of Directors short and long term strategic and operating plans, including,  
711 but not limited to, mission, goals, strategies, priorities and adjustments thereto; and
- 712
- 713 3) perform such other duties as may be assigned to it by the Board of Directors.

714



715 **Part C: Client Advisory Board**

716 There shall be a Client Advisory Board of the Strategic Planning Committee. The Client Advisory  
717 Board shall be considered a Panel for purposes of this Regulation. The Chair of the Client Advisory  
718 Board shall be a Designated Member of the Appraisal Institute in good standing.

719  
720 The members of the Client Advisory Board may be Appraisal Institute Designated Members,  
721 Candidates, Practicing Affiliates or Affiliates or individuals not in one of such categories. The Chair  
722 and members of the Client Advisory Board also shall meet the qualifications set forth in this  
723 Regulation and any additional qualifications established by the Board of Directors.

724  
725 Upon selection from the Panel, members of the Client Advisory Board shall, as requested:

- 726
- 727 1) provide ideas, expertise and other input to the Strategic Planning Committee regarding client  
728 needs and perspectives; and
  - 729
  - 730 2) perform such other duties as may be assigned to it by the Strategic Planning Committee or Board  
731 of Directors.

732  
733

734 **Part D: University Relations Panel**

735 There shall be a University Relations Panel that shall report directly to the Strategic Planning  
736 Committee. The members of the University Relations Panel may be Designated Members,  
737 Candidates, Practicing Affiliates or Affiliates or individuals not in one of such categories. Members of  
738 the University Relations Panel also shall meet the qualifications set forth in this Regulation and any  
739 additional qualifications established by the Board of Directors.

740  
741 Upon selection from the Panel, members of the University Relations Panel shall, as requested:

- 742
- 743 1) provide ideas, expertise and other input to the Strategic Planning Committee on how to increase  
744 Appraisal Institute presence and advance Appraisal Institute education with universities, colleges  
745 and community colleges with real estate programs;
  - 746
  - 747 2) provide ideas, expertise and other input to the Strategic Planning Committee on how to establish  
748 and maintain relationships with universities, colleges and community colleges with real estate  
749 programs; and
  - 750
  - 751 3) perform such other duties as may be assigned to it by the Strategic Planning Committee or Board  
752 of Directors.

753  
754

755 **Part E: Strategic Planning Panel**

756 There shall be a Strategic Planning Panel that shall report directly to the Strategic Planning  
757 Committee. The Strategic Planning Panel shall include Chairs of each Committee established under

758 Regulation No. 7 (except the Strategic Planning Committee Chair) and other individuals duly  
759 appointed to the Panel in accordance with this Regulation.

760

761 The members of the Strategic Planning Panel shall be Designated Members, Candidates, Practicing  
762 Affiliates or Affiliates or individuals not in one of such categories. The members of the Strategic  
763 Planning Panel also shall meet the qualifications set forth in this Regulation and any additional  
764 qualifications established by the Board of Directors.

765

766 Upon selection from the Panel, members of the Strategic Planning Panel shall, as requested:

767

768 1) provide ideas, expertise and other input relating to issues, trends, opinions and other factors that  
769 affect or will affect the Appraisal Institute and the appraisal profession;

770

771 2) perform such other duties as maybe assigned by the Strategic Planning Committee or Board of  
772 Directors.

773

775

## 776 Professional Liability Insurance Program 777 Committee

778

### 779 **Part A: Composition**

780 The Professional Liability Insurance Program Committee shall consist of three (3) Board members  
781 elected by the Board of Directors to serve staggered three (3) year terms (except as provided below)  
782 and the Chief Executive Officer, who shall serve as a non-voting member. Each year, at its third  
783 regular meeting, the Board of Directors shall hold an election to fill the Committee position whose  
784 term concludes at the end of such year.

785

786 One of the three (3) elected committee members shall be appointed by the President, subject to the  
787 approval of the Board of Directors, to serve as Chair for a one (1) year term and may be reappointed  
788 as Chair during his or her three (3) year term on the committee.

789

790 Except as provided below, at the commencement of each elected member's term, such elected  
791 member shall have at least three (3) years remaining on his or her Board term. A Committee  
792 member will be automatically removed from the Committee if he or she is no longer a member of the  
793 Board. The members of the committee shall meet the qualifications set forth in this Regulation and  
794 those established by the Board of Directors.

795

796 To facilitate staggered terms as the initial committee is established, the Board shall elect one (1)  
797 member who serves through December 31st of the calendar year elected, one (1) member who  
798 serves through the second December 31st after election and one (1) member who serves through the  
799 third December 31st after election, as well as the Chief Executive Officer. When elected, such  
800 members must have Board terms remaining that are at least as long as they will serve on the  
801 Committee.

802

803

### 804 **Part B: Powers and Duties**

805

806 The Professional Liability Insurance Program Committee shall:

807

- 808 1) Recommend to the Board of Directors an appraiser professional liability insurance program to  
809 receive the Appraisal Institute's endorsement, when appropriate;
- 810 2) Provide guidance and advice in the research and evaluation of various professional liability  
811 insurance programs under consideration for endorsement;
- 812

813

814 3) Monitor the endorsed insurance administrator's and insurance carrier's performance, reputation,  
815 operations and financial stability;

816

817 4) Monitor the administration of the endorsed insurance programs, including the status and progress  
818 of the program, loss control, underwriting, and AI professionals' inquiries, claims or complaints;  
819 and

820

821 5) Perform such other related duties as may be assigned to it by the Board of Directors.

822

824

825 **The Appraisal Journal Editorial Board**

826

827 **Part A: Composition of Board**

828 The Appraisal Journal Editorial Board shall consist of a Chair, seven (7) Designated Members of the  
829 Appraisal Institute and one (1) Candidate of the Appraisal Institute. The members of the Appraisal  
830 Journal Editorial Board may serve an unlimited number of consecutive terms. The Appraisal Journal  
831 Editorial Board shall report to the Board of Directors and shall be considered a committee for  
832 purposes of this Regulation and the Bylaws of the Appraisal Institute.

833

834

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

836 The Appraisal Journal Editorial Board shall:

837

838 1) oversee the content of *The Appraisal Journal*;

839

840 2) recommend to the Board of Directors editorial policies relating to *The Appraisal Journal*;

841

842 3) perform such other duties as may be assigned to it by the Board of Directors.

843

844

846

847 **Women’s Initiative Committee**

848

849 **Part A: Composition**

850 The Women’s Initiative Committee shall consist of a Chair and ten (10) members at large. The ten  
851 (10) members at large shall be Designated Members or Candidates of the Appraisal Institute. The  
852 Chair and Vice Chair shall be Designated Members of the Appraisal Institute.

853

854 One of the members at large shall be from the Board of Directors and shall have at least two (2)  
855 years remaining on his or her term on the Board of Directors at the commencement of his or her term  
856 on the Women’s Initiative Committee.

857

858

859 **Part B: Powers and Duties**

860 The Women’s Initiative Committee shall:

861

- 862 1) provide ideas, expertise and other input to the Executive Committee and Board of Directors  
863 relating to fostering the growth of women in the valuation profession;
- 864 2) recommend to the Executive Committee and Board of Directors programs to provide networking  
865 opportunities, mentorships and career outreach programs for women in the valuation profession;  
866
- 867 3) encourage establishment and strengthening of Appraisal Institute affiliations with organizations  
868 that have programs relating to fostering the growth of women in valuation and related  
869 professions;  
870
- 871 4) work in conjunction with the Appraisal Institute Education and Relief Foundation (AIERF) on  
872 matters related to women in the valuation profession;  
873
- 874 5) provide an annual report to the Board of Directors at the end of each calendar year summarizing  
875 the committee’s objectives, achievements, and plans; and  
876
- 877 6) perform such other duties as maybe assigned by the Executive Committee or Board of Directors.  
878

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887

## 888 Other Panels

889

### 890 **Part A: Past Presidents Panel**

891 There shall be a Past Presidents Panel. Members of the Panel shall be the past Presidents of the  
892 Appraisal Institute and its predecessors. Upon selection from the Panel, members of the Past  
893 Presidents Panel may, as requested:

894

895 1) provide ideas, expertise and other input to the Board of Directors on Appraisal Institute matters as  
896 requested by the Board of Directors or President; and

897

898 2) perform such other duties as may be assigned to it by the Board of Directors.

899

### 900 **Part B: Admissions Appeals Panel**

901 There shall be an Admissions Appeals Panel that shall report directly to the Board of Directors. The  
902 members of the Admissions Appeals Panel shall be Designated Members of the Appraisal Institute,  
903 shall meet the qualifications set forth in this Regulation and shall meet the qualifications established  
904 by the Board of Directors. A member of the Admissions Appeals Panel may not concurrently serve on  
905 the Admissions and Designation Qualifications Committee or one of its other Panels.

906

907 The Chair of the Admissions Appeals Panel shall select individuals from the Panel to serve on Appeal  
908 Boards that:

909

910 1) conduct appellate proceedings and render decisions on appeals as set forth in the Admissions  
911 Regulations, policies and procedures of the Appraisal Institute.

912

913 2) conduct appellate proceedings and make recommendations concerning readmission to  
914 designated membership pursuant to Regulation No. 4 and the related procedures and policies of  
915 the Appraisal Institute; and

916

917 3) conduct appellate proceedings and render decisions on appeals regarding suspension or  
918 termination of membership, candidacy or affiliation for failure to fulfill continuing education  
919 requirements as set forth in the Bylaws and Regulations and related procedures and policies of  
920 the Appraisal Institute.

921

922 The Chair and members of the Admissions Appeals Panel may recommend to the Admissions and  
923 Designation Qualifications Committee and the Board of Directors changes to the procedures relating  
924 to admissions, readmission and continuing education.

925

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

928  
929

### 930 **Part C: Diversity Panel**

931 There shall be a Diversity Panel that shall report directly to the Executive Committee. The members  
932 of the Diversity Panel shall be Designated Members, Candidates, Practicing Affiliates or Affiliates.  
933 The members of the Diversity Panel also shall meet the qualifications set forth in this Regulation and  
934 any additional qualifications established by the Board of Directors.

935

936 The Chair and members of the Diversity Panel shall, upon selection from the Panel and as requested:  
937

- 938 1) provide ideas, expertise and other input to the Executive Committee relating to diversity issues in  
939 the Appraisal Institute and the appraisal profession;
- 940 2) recommend to the Executive Committee programs to enhance diversity for Appraisal Institute  
941 Designated Members, Candidates, Practicing Affiliates and Affiliates; and  
942
- 943 3) perform such other duties as maybe assigned by the Executive Committee or Board of Directors.  
944

945  
946

### 947 **Part D: Leadership Development and Advisory Council**

948 There shall be a Leadership Development and Advisory Council (LDAC) that reports directly to the  
949 Executive Committee. The members of LDAC shall include a Chair, Vice Chair, four (4) Discussion  
950 Leaders and no more than one hundred (100) Participants. An LDAC Policies and Procedure Manual  
951 shall govern selection and qualifications of LDAC members, as well as LDAC's full responsibilities  
952 and procedures consistent with this Regulation.

953

954 LDAC shall:

955

- 956 1) Report to the Executive Committee;
- 957 2) Help identify program topics for the annual Leadership Advisory Council meeting;
- 958 3) Recommend future directions of the Appraisal Institute to the Board of Directors and Executive  
959 Committee; and  
960
- 961 4) Perform such other duties as may be assigned to it by the Board of Directors and Executive  
962 Committee.  
963

964  
965  
966



967 **Part E: Professional Practice Appeals Panel**

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

974  
975 The Chair of the Professional Practice Appeals Panel shall select individuals from the Panel to serve  
976 on the Professional Practice Appeal Boards that conduct appellate proceedings and render decisions  
977 on appeals as set forth in Regulation No. 6 and related policies and procedures.

978  
979 The Chair and members of the Professional Practice Appeals Panel may recommend to the  
980 Professional Practice Compliance and Enforcement Committee and the Board of Directors changes  
981 to the procedures relating the enforcement of the Standards of Professional Practice and Code of  
982 Professional Ethics.

983  
984 The Professional Practice Appeals Panel, its Chair and its members shall also perform such other  
985 duties as may be assigned to it by the Board of Directors.

986  
987  
988 **Part F: Publications Review Panel**

989 The members of the Publications Review Panel shall be Designated Members, Candidates,  
990 Practicing Affiliates or Affiliates of the Appraisal Institute. Members of the Publications Review Panel  
991 shall also meet the qualifications set forth in this Regulation and the qualifications established by the  
992 Board of Directors.

993  
994 Members of the Publications Review Panel will provide ideas, expertise and other input for Appraisal  
995 Institute publications, except for The Appraisal Journal.

996  
997 The Publications Review Panel and its members shall also perform such other duties as may be  
998 assigned to it by the Education Committee and Board of Directors.

999  
1000  
1001 **Part G: Subject Matter Expert Panel**

1002 There shall be a Subject Matter Expert Panel to perform the duties and responsibilities as set forth  
1003 below. The members of the SME Panel shall be Designated Members, Candidates, Practicing  
1004 Affiliates or Affiliates of the Appraisal Institute or individuals not in one of such categories. The  
1005 members of the SME Panel shall also meet the qualifications set forth in this Regulations and any  
1006 additional qualifications established by the Board of Directors.

1007  
1008 Upon selection from the Panel, the members of the SME Panel shall provide, as requested, subject  
1009 matter expertise, ideas and other assistance in:

1010

1011 1) Development of Appraisal Institute courses and seminars, as well as in other matters relating to  
1012 Appraisal Institute education;

1013

1014 2) Development of general guidance and formal Guide Notes on specific appraisal practice issues,  
1015 as well as in other matters relating to standards, ethics and guidance; or

1016

1017 3) Establishment and maintenance of the Appraisal Institute Body of Knowledge, as well as in other  
1018 matters relating to the Body of Knowledge; or

1019

1020 4) As may be required by any other national committee.

1021

1022 The Panel members shall perform such other duties as may be assigned to it by a national committee  
1023 or the national Board of Directors. An assignment or request by the Board of Directors shall  
1024 supersede the request of any national committee.

1025