

Regulation No. 7

National Committees

Effective May 7, 2020

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1 **ARTICLE I**

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

70
71 Committee Chairs shall be Designated Members.
72

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

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

87 **Part D: Removal**

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

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

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

105
106 Further, the Board of Directors may remove a Chair, Vice Chair or member of a committee for cause
107 by a sixty percent (60%) vote.

108 109 110 **Part E: Vacancies**

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

116
117 Any appointment by the President to fill a vacant committee position shall be subject to approval by
118 the Board of Directors at its next regularly scheduled or special meeting. All business conducted by
119 committees shall be deemed valid regardless of the Board of Director’s subsequent actions with
120 respect to disapproval of any committee appointments.

121 122 123 **Part F: Meetings, Quorum and Voting**

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

129
130 A majority of the members of a committee shall constitute a quorum for the transaction of the
131 business of that committee, except as provided otherwise in the Appraisal Institute Bylaws and
132 Regulations. The vote of a majority of members of a committee voting at a duly held meeting shall be
133 regarded as the act of that committee. A meeting at which a quorum is initially present may continue
134 to transact business, notwithstanding the withdrawal of any members, if any action taken is approved
135 by a majority of the required quorum for that meeting or by a majority of the remaining members,
136 whichever is greater.

137
138 Except where otherwise provided, each member of a committee shall have one (1) vote on each
139 matter coming before that committee. Using the best interests of the Appraisal Institute as a guide,
140 each member of a committee shall vote his or her own conscience on every matter brought before
141 such committee. A member of a committee may not attend a committee meeting by proxy or vote by
142 proxy.

143
144 Any action required or permitted to be taken by a committee may be taken without a meeting if all
145 members of the committee consent in writing to that action. A member of the committee may provide

146 such written consent in electronic form. An action by written consent shall have the same force and
147 effect as any other validly approved action of the committee. Such written consent or consents shall
148 be filed with the minutes of the proceedings of the committee that took the action.

151 **Part G: Responsibilities of Chair**

152 The Chair of each committee shall:

- 154 1) oversee the preparation of the agenda for meetings;
- 156 2) chair committee meetings;
- 158 3) assign matters within committee jurisdiction to members of the committee as appropriate;
- 160 4) monitor progress on committee assignments and goals established by the Board of Directors;
- 162 5) ensure that the committee completes the assignments and achieves the goals established by the
163 Board of Directors;
- 165 6) serve as spokesperson regarding the committee's activities, recommendations and decisions
166 within the Appraisal Institute's governance structure; and
- 168 7) ensure that committee activities, recommendations and decisions are reported to the Board of
169 Directors.

172 **Part H: Panels**

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

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

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

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

- 188 1) be a Designated Member, Candidate, Practicing Affiliate or Affiliate when required by the
189 Regulation provisions governing the Panel and the position in which the individual would serve;
190
- 191 2) be in good standing as defined by the Bylaws if a Designated Member, Candidate, Practicing
192 Affiliate or Affiliate;
193
- 194 3) not have been subject to a publishable disciplinary action by the Appraisal Institute within the five
195 (5) years prior to appointment;
196
- 197 4) hold the status “continuing education program completed” if a Designated Member, have
198 completed any continuing education requirements for Candidates if a Candidate, have completed
199 any continuing education requirements for Practicing Affiliates if a Practicing Affiliate or have
200 completed any continuing education requirements for Affiliates if an Affiliate;
201
- 202 5) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,
203 the content of all non-commercial e-mails originating from the national organization, the
204 individual’s region and the individual’s chapter;
205
- 206 6) have completed the Leadership Resources Registry; and
207
- 208 7) have met such other minimum qualifications for service as may be adopted by the Board of
209 Directors from time to time.
210

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

- 212
- 213 1) ceases to be a Designated Member, Candidate, Practicing Affiliate or Affiliate of the Appraisal
214 Institute and is holding a position for which membership, candidacy or affiliation is required by the
215 Regulation provisions governing the Panel and the position in which the individual is serving as a
216 condition of service;
217
- 218 2) ceases to be in good standing as defined by the Bylaws if a Designated Member, Candidate,
219 Practicing Affiliate or Affiliate;
220
- 221 3) ceases to hold a particular Appraisal Institute designation and is holding a position for which such
222 designation is required by the Regulation provisions governing the Panel as a condition of
223 service;
224
- 225 4) receives a publishable disciplinary action as defined in the Regulations of the Appraisal Institute;
226
- 227 5) ceases to hold the status “continuing education program completed” if a Designated Member,
228 fails to complete any continuing education requirements of the Appraisal Institute for Candidates
229 if a Candidate, fails to complete any continuing education requirements of the Appraisal Institute
230 for Practicing Affiliates if a Practicing Affiliate or fails to complete any continuing education
231 requirements of the Appraisal Institute for Affiliates if an Affiliate.

232 Further, the Board of Directors may remove the Chair or member of a Panel for cause by a sixty
233 percent (60%) vote.

234

236

237 **Admissions and Designation Qualifications**
238 **Committee**

239

240 **Part A: Composition of Committee**

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

245

246

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

248 The Admissions and Designation Qualifications Committee shall:

249

250 1) review and analyze trends in the appraisal profession and real estate markets, review and
251 analyze the requirements for Appraisal Institute designations and the value of Appraisal Institute
252 designations in the marketplace and review and analyze the effectiveness of admissions
253 procedures;

254

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

257

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

260

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

263

264 5) monitor appropriateness of, compliance with and effectiveness of any continuing education
265 requirements, policies and procedures for Designated Members, Candidates, Practicing Affiliates
266 and Affiliates;

267

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

270

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

272

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

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

286 **Part C: Experience Panel**

287 There shall be an Experience Panel of the Admissions and Designation Qualifications Committee.
288 The Chair and members of the Experience Panel shall be Designated Members of the Appraisal
289 Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications
290 established by the Admissions and Designation Qualifications Committee.
291

292 The Chair of the Experience Panel shall oversee the assignment of Experience Panel members to
293 serve as Screeners and to serve on Experience Committees as set forth in the Admissions
294 Regulations, policies and procedures of the Appraisal Institute. Panel members assigned to serve as
295 Screeners and Experience Committee members shall fulfill the duties and responsibilities set forth in
296 the Admissions Regulations, policies and procedures of the Appraisal Institute.
297

298 The Chair and members of the Experience Panel may recommend to the Admissions and
299 Designation Qualifications Committee changes to the Admissions Regulations, policies and
300 procedures of the Appraisal Institute.
301

302 The Experience Panel, its Chair and its members shall also perform such other duties as may be
303 assigned to it by the Admissions and Designation Qualifications Committee and Board of Directors.
304
305

306 **Part D: Demonstration of Knowledge Grading Panel**

307 There shall be a Demonstration of Knowledge Grading Panel of the Admissions and Designation
308 Qualifications Committee. The Chair and members of the Demonstration of Knowledge Grading
309 Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in
310 this Regulation and shall meet the qualifications established by the Admissions and Designation
311 Qualifications Committee.
312

313 The Chair of the Demonstration of Knowledge Grading Panel shall oversee the assignment of
314 Demonstration of Knowledge Grading Panel members to serve as graders of Demonstration of
315 Knowledge submissions as set forth in the Admissions Regulations, policies and procedures. The
316 Chair of the Demonstration of Knowledge Grading Panel shall also perform such other duties as set
317 forth in the Admissions Regulations, policies and procedures.

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

321

322 The Chair and members of the Demonstration of Knowledge Grading Panel may recommend to the
323 Admissions and Designation Qualifications Committee changes to the Admissions Regulations,
324 policies and procedures of the Appraisal Institute relating to the Demonstration of Knowledge
325 requirement.

326

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

330

331

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

333 There shall be a Narrative Examinations Grading Panel of the Admissions and Designation
334 Qualifications Committee. The Chair and members of the Narrative Examinations Grading Panel shall
335 be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this
336 Regulation and shall meet the qualifications established by the Admissions and Designation
337 Qualifications Committee.

338

339 The Chair of the Narrative Examinations Grading Panel shall oversee the assignment of Narrative
340 Examinations Grading Panel members to serve as graders of narrative examinations as set forth in
341 the Admissions Regulations, policies and procedures of the Appraisal Institute. Panel members
342 assigned to serve as graders of narrative examinations shall fulfill the duties and responsibilities set
343 forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

344

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

348

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

352

353

354 **Part F: Comprehensive Examination Panel**

355 There shall be a Comprehensive Examination Panel of the Admissions and Designation
356 Qualifications Committee. The Chair and members of the Comprehensive Examination Panels shall
357 be MAI Designated Members, SRA Designated Members, AI-GRS Designated Members, or AI-RRS
358 Designated Members, shall meet the qualifications set forth in this Regulation, and shall meet the
359 qualifications established by the Admissions and Designation Qualifications Committee.

360 The Comprehensive Examination Panel shall:

361

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

363

364 2) oversee the grading of all Comprehensive Examinations;

365

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

368

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

371

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

374

Body of Knowledge Committee

375

376

Part A: Composition of Committee

377 The Body of Knowledge Committee shall consist of a Chair; six (6) members at large; the Chair, the
378 Vice Chair or a member of the Education Committee; and the Chair, the Vice Chair or a member of
379 the Professional Standards and Guidance Committee, all of whom shall be Designated Members of
380 the Appraisal Institute
381

382

Part B: Powers and Duties

383 The Body of Knowledge Committee shall:

384

385

386 1) review and analyze information relevant to establishing and maintaining the Appraisal Institute
387 Body of Knowledge;

388

389 2) maintain liaison with other Appraisal Institute committees, bodies and staff to help facilitate timely
390 clarity and consistency of content in Appraisal Institute education, publications and standards;

391

392 3) prepare and recommend from time to time a formal statement of the Body of Knowledge that is
393 appropriate for the appraisal profession;

394

395 4) monitor the appropriateness, application and effectiveness of the Body of Knowledge and
396 recommend revisions as appropriate;

397

398 5) prepare and recommend updates to the Body of Knowledge;

399

400 6) identify, nurture and recommend ways to promote the Body of Knowledge and its position within
401 the valuation field;

402

403 7) provide with each recommendation a statement indicating the effect of such recommendation
404 upon the responsibilities of an Appraisal Institute committee, body or staff and the appropriate
405 actions to be taken if the recommendation is approved by the Board of Directors; and

406

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

409

410 **Education Committee**

411

412 **Part A: Composition of Committee**

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

415

416

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

418 The Education Committee shall:

419

- 420 1) review and analyze information relevant to creating appraiser education strategies, including, but
421 not limited to, market needs, course and seminar performance, instructor performance generally,
422 areas for enhancement of appraiser education and customer needs and satisfaction;
- 423
- 424 2) recommend to the Board of Directors education programming strategies for qualifying, continuing
425 and advanced education needs;
- 426
- 427 3) monitor Appraisal Institute courses and seminars to help ensure that they fulfill education
428 strategies and qualifications specifications;
- 429
- 430 4) interface with the Admissions and Designation Qualifications Committee to help ensure that
431 education program and examination content meet qualification requirements;
- 432
- 433 5) review the curriculum of the formal education degree programs of universities, including master's
434 degree programs, for equivalency with Appraisal Institute education qualifications, subject to
435 ratification by the Admissions and Designation Qualifications Committee;
- 436
- 437 6) recommend positions to the Board of Directors relating to education matters under the jurisdiction
438 of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the
439 President, ensure that the Appraisal Institute is represented at AQB meetings where education
440 matters are addressed; and, in consultation with the President, ensure that Appraisal Institute
441 positions regarding such education matters are presented to the AQB;
- 442
- 443 7) recommend to the Board of Directors policies, procedures and programs for qualification and
444 development of instructors, and monitor implementation of such policies, procedures and
445 programs; and
- 446
- 447 8) perform such other duties as may be assigned to it by the Board of Directors.

448

450

451 **Finance Committee**

452

453 **Part A: Composition of Committee**

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

459

460

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

462 The Finance Committee shall:

463

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

466

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

469

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

473

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

477

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

480

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

483

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

485

487

488 **Government Relations Committee**

489

490 **Part A: Composition of Committee**

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

495

496

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

498 The Government Relations Committee shall:

499

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

502

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

506

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

511

512 4) provide input to the Professional Standards and Guidance Committee on matters relating to The
513 Appraisal Foundation's Appraisal Standards Board and Appraisal Practices Board, and provide
514 input to the Education Committee and Admissions and Designation Qualifications Committee on
515 matters relating to The Appraisal Foundation's Appraiser Qualifications Board as appropriate;

516

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

519

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

521

522

523 **Part C: Government Relations Panel**

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

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

529

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

533

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

536

537

538 **Part D: Government Relations Subcommittees**

539

540 **Section 1. Composition.**

541 There shall be one (1) Government Relations Subcommittee of the Government Relations Committee
542 for each state or territory. The name of each Government Relations Subcommittee shall include the
543 name of the appropriate state or territory.

544

545 If a single Chapter covers the entire jurisdiction of a state or territory, the composition of its
546 Government Relations Subcommittee shall be governed by Regulation No. 8.

547

548 If more than one Chapter covers the jurisdiction of a state or territory:

549

550 1) The Government Relations Subcommittee for that state or territory shall consist of at least one (1)
551 representative selected by each chapter whose jurisdiction includes all or part of the state or
552 territory. Representatives may be Designated Members, Candidates for Designation or
553 Practicing Affiliates. The representatives may serve no more than three (3) consecutive two (2)
554 year terms.

555

556 2) The chapter representatives in a state or territory shall choose the Chair and Vice Chair of their
557 Government Relations Subcommittee. The Chair and Vice Chair shall be Designated Members
558 of the Appraisal Institute. The Chair and Vice Chair may serve no more than two (2) consecutive
559 two (2) year terms.

560

561 **Section 2. Powers and Duties.**

562 Each Government Relations Subcommittee shall:

563

564 1) Communicate and coordinate committee activities with the national Government
565 Relations Committee of the Appraisal Institute;

566

567 2) Monitor legislative and regulatory developments in the state or territory and report such
568 developments to the national Government Relations Committee;

- 569 3) Promote Appraisal Institute policies and programs in the state or territory in consultation
570 with the national Government Relations Committee and staff;
571
- 572 4) Disseminate and promote state and federal legislative and regulatory action items to the
573 chapters; and
574
- 575 5) Perform such other duties as maybe assigned to it by the national Government Relations
576 Committee, the Executive Committee or the Board of Directors.
577

579

580 International Relations Committee

581

582 **Part A: Composition of Committee**

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

586

587

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

589 The International Relations Committee shall:

590

- 591 1) review and analyze information relating to international markets and opportunities for the
592 Appraisal Institute, Appraisal Institute Designated Members, Candidates, Practicing Affiliates,
593 Affiliates and the appraisal profession;
- 594
- 595 2) recommend to the Strategic Planning Committee international programs, initiatives and liaisons;
596
- 597 3) recommend to the Board of Directors policies relating to international issues;
598
- 599 4) identify and recommend initiatives to embrace the cultural diversity among appraisers world-wide;
600
- 601 5) recommend to the national Nominating Committee one (1) or more International Designated
602 Members for nomination to serve as the International Designated Member on the national Board
603 of Directors;
- 604
- 605 6) monitor effectiveness of international programs and initiatives, and monitor internationally offered
606 educational programs and publications to identify any cultural or language issues;
607
- 608 7) in consultation with the President and within the approved budget, ensure that the Appraisal
609 Institute is represented at appropriate international meetings and events; and
610
- 611 8) perform such other duties as may be assigned to it by the Board of Directors.
612

612

613

614 **Part C: International Relations Panel**

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

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

620

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

622

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

626

627 2) recommend to the International Relations Committee international programs, initiatives and
628 liaisons; and

629

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

633

634 Professional Practice Compliance and
635 Enforcement Committee

636

637 **Part A: Composition of Committee**

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

641

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

643 The Professional Practice Compliance and Enforcement Committee shall:

644

- 645 1) review and analyze information relating to effectiveness of peer review Regulations, policies and
646 procedures and identify common issues relating to services provided by appraisers;
647
- 648 2) recommend to the Board of Directors Regulations, policies and procedures for peer review
649 proceedings and revisions thereof;
650
- 651 3) exercise general supervision and control over peer review proceedings;
652
- 653 4) notify appropriate bodies and individuals where changes to appraiser education and training may
654 be beneficial based on general findings in peer review proceedings;
655
- 656 5) perform such other duties as provided in the Regulations, procedures and policies governing peer
657 review; and
658
- 659 6) perform such other duties as may be assigned to it by the Board of Directors.

661

662 Professional Standards and Guidance Committee

663

664 **Part A: Composition of Committee**

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

667

668

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

670 The Professional Standards and Guidance Committee shall:

671

- 672 1) review and analyze information relating to services appraisers provide, standards and ethics for
673 the profession and valuation practice issues where further guidance may be beneficial;
- 674 2) seek input from appropriate Appraisal Institute and external bodies and individuals on standards
675 and ethics for the appraisal profession;
- 676 3) develop positions on exposure drafts of standards and ethics impacting the appraisal profession
677 both in the United States and world-wide;
- 678 4) recommend to the Board of Directors amendments to the Appraisal Institute Code of Professional
679 Ethics and Standards of Professional Practice;
- 680 5) provide general guidance to Appraisal Institute Designated Members, Candidates, Practicing
681 Affiliates and Affiliates on professional practice issues; and
- 682 6) perform such other duties as may be assigned to it by the Board of Directors.

683

684

685 **Part C: Additional Responsibilities of Committee Chair**

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

688

- 689 1) attends meetings of the Appraisal Standards Board and presents Appraisal Institute positions to
690 such Boards;
- 691 2) attends meetings of the International Valuation Standards Committee and presents Appraisal
692 Institute positions to such Committee; and
- 693 3) interfaces with other entities establishing standards and ethics impacting the appraisal profession.

694

702

703 **Strategic Planning Committee**

704

705 **Part A: Composition of Committee**

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

708

- 709 1) three (3) members who are appointed by the President;
- 710
- 711 2) two (2) members of the Board of Directors elected by the Board of Directors; and
- 712
- 713 3) the Chief Executive Officer, who shall serve as a non-voting member.

714

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

719

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

723

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

728

729

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

731 The Strategic Planning Committee shall:

732

- 733 1) monitor issues, trends, opinions and other factors that affect or will affect the Appraisal Institute
734 and the appraisal profession;
- 735
- 736 2) recommend to the Board of Directors short and long term strategic and operating plans, including,
737 but not limited to, mission, goals, strategies, priorities and adjustments thereto; and
- 738
- 739 3) perform such other duties as may be assigned to it by the Board of Directors.

740 **Part C: Client Advisory Board**

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

744
745 The members of the Client Advisory Board may be Appraisal Institute Designated Members,
746 Candidates, Practicing Affiliates or Affiliates or individuals not in one of such categories. The Chair
747 and members of the Client Advisory Board also shall meet the qualifications set forth in this
748 Regulation and any additional qualifications established by the Board of Directors.

749
750 Upon selection from the Panel, members of the Client Advisory Board shall, as requested:

- 751
- 752 1) provide ideas, expertise and other input to the Strategic Planning Committee regarding client
753 needs and perspectives; and
 - 754
 - 755 2) perform such other duties as may be assigned to it by the Strategic Planning Committee or Board
756 of Directors.

757
758

759 **Part D: Strategic Planning Panel**

760 There shall be a Strategic Planning Panel that shall report directly to the Strategic Planning
761 Committee. The Strategic Planning Panel shall include Chairs of each Committee established under
762 Regulation No. 7 (except the Strategic Planning Committee Chair) and other individuals duly
763 appointed to the Panel in accordance with this Regulation.

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

769
770 Upon selection from the Panel, members of the Strategic Planning Panel shall, as requested:

- 771
- 772 1) provide ideas, expertise and other input relating to issues, trends, opinions and other factors that
773 affect or will affect the Appraisal Institute and the appraisal profession;
 - 774
 - 775 2) perform such other duties as maybe assigned by the Strategic Planning Committee or Board of
776 Directors.

778

779 **Professional Liability Insurance Program**
780 **Committee**

781

782 **Part A: Composition**

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

788

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

792

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

798

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

805

806

807 **Part B: Powers and Duties**

808 The Professional Liability Insurance Program Committee shall:

809

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

- 815 3) Monitor the endorsed insurance administrator's and insurance carrier's performance, reputation,
816 operations and financial stability;
817
- 818 4) Monitor the administration of the endorsed insurance programs, including the status and progress
819 of the program, loss control, underwriting, and AI professionals' inquiries, claims or complaints;
820 and
821
- 822 5) Perform such other related duties as may be assigned to it by the Board of Directors.

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

845

846 **University Relations Committee**

847

848 **Part A: Composition**

849 The University Relations Committee shall consist of a Chair and eight (8) members at large. The
850 eight (8) members at large shall be Designated Members or Candidates of the Appraisal
851 Institute. The Chair and Vice Chair shall be Designated Members of the Appraisal Institute.

852

853

854 **Part B: Powers and Duties**

855 The University Relations Committee shall:

856

- 857 1) provide ideas, expertise and other input to the Board of Directors on how to establish and
858 maintain relationships with universities, colleges and community colleges;
 - 859 2) recommend to the Board of Directors programs to provide networking opportunities, mentorships
860 and career outreach programs for individuals in universities, colleges and community colleges,
861 including, but not limited to, under-graduate, graduate, and post-graduate programs;
 - 862 3) encourage establishing and strengthening of Appraisal Institute affiliations with universities that
863 have programs relating to fostering the growth of the valuation and related professions;
 - 864 4) provide ideas, expertise and other input to the Board of Directors on how to increase Appraisal
865 Institute presence and advance Appraisal Institute education with universities, colleges and
866 community colleges; and
 - 867 5) perform such other duties as maybe assigned by the Board of Directors.
- 868
869
870
871

873

874 **Women's Initiative Committee**

875

876 **Part A: Composition**

877 The Women's Initiative Committee shall consist of a Chair and ten (10) members at large. The ten
878 (10) members at large shall be Designated Members or Candidates of the Appraisal Institute. The
879 Chair and Vice Chair shall be Designated Members of the Appraisal Institute.

880

881 One of the members at large shall be from the Board of Directors and shall have at least two (2)
882 years remaining on his or her term on the Board of Directors at the commencement of his or her term
883 on the Women's Initiative Committee.

884

885

886 **Part B: Powers and Duties**

887 The Women's Initiative Committee shall:

888

889 1) provide ideas, expertise and other input to the Executive Committee and Board of Directors
890 relating to fostering the growth of women in the valuation profession;

891

892 2) recommend to the Executive Committee and Board of Directors programs to provide networking
893 opportunities, mentorships and career outreach programs for women in the valuation profession;

894

895 3) encourage establishment and strengthening of Appraisal Institute affiliations with organizations
896 that have programs relating to fostering the growth of women in valuation and related
897 professions;

898

899 4) work in conjunction with the Appraisal Institute Education and Relief Foundation (AIERF) on
900 matters related to women in the valuation profession;

901

902 5) provide an annual report to the Board of Directors at the end of each calendar year summarizing
903 the committee's objectives, achievements, and plans; and

904

905 6) perform such other duties as maybe assigned by the Executive Committee or Board of Directors.

907

908 Other Panels

909

910 **Part A: Past Presidents Panel**

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

914

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

917

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

919

920 **Part B: Admissions Appeals Panel**

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

926

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

929

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

932

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

936

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

941

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

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

947

948

949 **Part C: Diversity Panel**

950 There shall be a Diversity Panel that shall report directly to the Executive Committee. The members
951 of the Diversity Panel shall be Designated Members, Candidates, Practicing Affiliates or Affiliates.

952 The members of the Diversity Panel also shall meet the qualifications set forth in this Regulation and
953 any additional qualifications established by the Board of Directors.

954

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

956

957 1) provide ideas, expertise and other input to the Executive Committee relating to diversity issues in
958 the Appraisal Institute and the appraisal profession;

959

960 2) recommend to the Executive Committee programs to enhance diversity for Appraisal Institute
961 Designated Members, Candidates, Practicing Affiliates and Affiliates; and

962

963 3) perform such other duties as maybe assigned by the Executive Committee or Board of Directors.

964

965

966 **Part D: Leadership Development and Advisory Council**

967 There shall be a Leadership Development and Advisory Council (LDAC) that reports directly to the
968 Executive Committee. The members of LDAC shall include a Chair, Vice Chair, Discussion Leaders;
969 the Appraisal Institute President Elect; and Participants. The number of Participants and Discussion
970 Leaders shall be set forth in the LDAC Policies and Procedures Manual, which shall govern selection
971 and qualifications of LDAC members, as well as LDAC's full responsibilities and procedures
972 consistent with this Regulation.

973

974 LDAC shall:

975

976 1) Report to the Executive Committee;

977

978 2) Recommend future directions of the Appraisal Institute to the Board of Directors and Executive
979 Committee; and

980

981 3) Perform such other duties as may be assigned to it by the Board of Directors and Executive
982 Committee.

983

984

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

986 There shall be a Professional Practice Appeals Panel that shall report directly to the Board of
987 Directors. The members of the Professional Practice Appeals Panel shall be Designated Members of
988 the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the

989 qualifications established by the Board of Directors. A member of the Professional Practice Appeals
990 Panel (excepting the Chair) may not concurrently serve on the Professional Practice Compliance and
991 Enforcement Committee.

992
993 The Chair of the Professional Practice Appeals Panel shall select individuals from the Panel to serve
994 on the Professional Practice Appeal Boards that conduct appellate proceedings and render decisions
995 on appeals as set forth in Regulation No. 6 and related policies and procedures.

996
997 The Chair and members of the Professional Practice Appeals Panel may recommend to the
998 Professional Practice Compliance and Enforcement Committee and the Board of Directors changes
999 to the procedures relating the enforcement of the Standards of Professional Practice and Code of
1000 Professional Ethics.

1001
1002 The Professional Practice Appeals Panel, its Chair and its members shall also perform such other
1003 duties as may be assigned to it by the Board of Directors.

1004
1005

1006 **Part F: Publications Review Panel**

1007 The members of the Publications Review Panel shall be Designated Members, Candidates,
1008 Practicing Affiliates or Affiliates of the Appraisal Institute. Members of the Publications Review Panel
1009 shall also meet the qualifications set forth in this Regulation and the qualifications established by the
1010 Board of Directors.

1011
1012 Members of the Publications Review Panel will provide ideas, expertise and other input for Appraisal
1013 Institute publications, except for The Appraisal Journal.

1014
1015 The Publications Review Panel and its members shall also perform such other duties as may be
1016 assigned to it by the Education Committee and Board of Directors.

1017
1018

1019 **Part G: Subject Matter Expert Panel**

1020 There shall be a Subject Matter Expert Panel to perform the duties and responsibilities as set forth
1021 below. The members of the SME Panel shall be Designated Members, Candidates, Practicing
1022 Affiliates or Affiliates of the Appraisal Institute or individuals not in one of such categories. The
1023 members of the SME Panel shall also meet the qualifications set forth in this Regulations and any
1024 additional qualifications established by the Board of Directors.

1025
1026 Upon selection from the Panel, the members of the SME Panel shall provide, as requested, subject
1027 matter expertise, ideas and other assistance in:

1028

- 1029 1) Development of Appraisal Institute courses and seminars, as well as in other matters relating to
1030 Appraisal Institute education;

1031 2) Development of general guidance and formal Guide Notes on specific valuation practice issues,
1032 as well as in other matters relating to standards, ethics and guidance; or

1033

1034 3) Establishment and maintenance of the Appraisal Institute Body of Knowledge, as well as in other
1035 matters relating to the Body of Knowledge; or

1036

1037 4) As may be required by any other national committee.

1038

1039 The Panel members shall perform such other duties as may be assigned to it by a national committee
1040 or the national Board of Directors. An assignment or request by the Board of Directors shall
1041 supersede the request of any national committee.