

Proposed Amendments to the Bylaws of the Illinois Chapter of the International Association of Assessing Officers

On June 11, 2020, the Executive Committee of the Illinois Chapter of the International Association of Assessing Officers unanimously approved three amendments to its bylaws. These amendments are submitted to the general membership for approval at the annual meeting, which is scheduled for June 26, 2020.

These amendments are summarized as follows:

- Amendment 1 adds section IV.2e to the bylaws and provides for when officer terms begin after the annual election; this clarifies when old terms end and new ones begin.
- Amendment 2 provides that in the aftermath of a statewide emergency, the nominating committee may (not shall) nominate some or all of the same officers for the same position for the subsequent year; this provides an option for continuity of operations in the aftermath of an emergency situation.
- Amendment 3 is a technical amendment placing Rock Island County in Region 2 (it was inadvertently placed in Region 3 when the bylaws were originally drafted).

The complete text of each amendment follows, along with a copy of the existing bylaws and highlighted text showing the changes in context. Please let me know if you have any questions.

Respectfully submitted,

Dale D. Butalla, CIAO-M
President

Illinois Chapter of
International Association of Assessing Officers

Amendment ___ to Bylaws

1 An ACT amending the Bylaws of the Illinois Chapter of the
2 International Association of Assessing Officers.

3 Section 1: The Bylaws of the Illinois Chapter of the
4 International Association of Assessing Officers are changed by
5 adding Section IV, subsection 2e as follows:

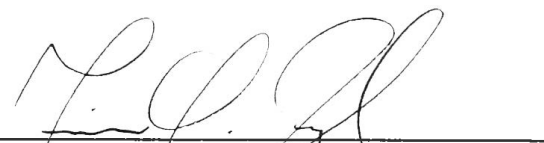
6 IV.2e Terms of office

7 Newly elected officers shall assume the duties of their
8 office at the annual meeting of the Chapter. If the annual
9 meeting is scheduled but subsequently canceled or postponed in
10 accordance with an emergency declaration issued by the Governor
11 of Illinois, the officers will begin their terms on the date the
12 annual meeting had been scheduled.

13 Section 2: This amendment shall not be effective unless it
14 is recommended by the Executive Committee and approved by the
15 membership pursuant to the Bylaws of the Illinois Chapter of the
16 International Association of Assessing Officers.

Recommended for approval by the Executive Committee on JUNE 11, 2020.


Dale D. Butalla, CIAO-M
President


Timothy A. Jorczak, CAE, AAS, CIAO
Secretary

Illinois Chapter of
International Association of Assessing Officers

Amendment ____ to Bylaws

1 An ACT amending the Bylaws of the Illinois Chapter of the
2 International Association of Assessing Officers.

3 Section 1: The Bylaws of the Illinois Chapter of the
4 International Association of Assessing Officers are changed by
5 changing Section IV, subsections 1 and 2b as follows:

6 IV.1 Nominating Committee

7 Not later than thirty (30) days prior to the annual
8 meeting, the President of the chapter, with the approval of the
9 executive committee, shall appoint a nominating committee
10 consisting of not less than three members, one of whom shall be
11 a past president of this chapter when such an individual is
12 available. It shall be the duty of the nominating committee to
13 propose names of members of the chapter to serve as officers and
14 executive committee members for the ensuing year. The names of
15 those nominated shall be embodied in an appropriate report which
16 shall be published or made available to all members not later
17 than ten (10) days prior to the annual meeting.

18 Notwithstanding any other provision in these bylaws, if,
19 with the twelve months prior to the meeting of the nominating
20 committee, the Governor of Illinois has issued a statewide
21 emergency declaration that lasted for a minimum of 90 days, the

1 nominating committee may propose some or all of the same persons
2 from the prior year to serve in the same capacity for the
3 ensuing year.

4 IV.2b: Order of Elections

5 The officers and members of the executive committee shall
6 be elected by the membership of this chapter at the annual
7 meeting. The voting order shall be the following:

- 8 • Vice President;
- 9 • Executive Committee Member At Large;
- 10 • Secretary;
- 11 • Treasurer;
- 12 • Executive Committee Position #1;
- 13 • Executive Committee Position #2;
- 14 • Executive Committee Position #3;
- 15 • Education Advisory Position #1;
- 16 • Education Advisory Position #2.

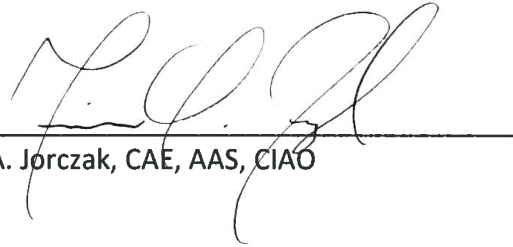
17 This position of president shall be elected one time, upon
18 the creation of the chapter. Except as provided in Section IV.1,
19 in ~~the~~ subsequent terms the previously elected vice president
20 shall assume the office of president without further election.

1 Section 2: This amendment shall not be effective unless it
2 is recommended by the Executive Committee and approved by the
3 membership pursuant to the Bylaws of the Illinois Chapter of the
4 International Association of Assessing Officers.

Recommended for approval by the Executive Committee on JUNE 11, 2020.



Dale D. Butalla, CIAO-M
President



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Secretary

Illinois Chapter of
International Association of Assessing Officers

Amendment ___ to Bylaws

1 An ACT amending the Bylaws of the Illinois Chapter of the
2 International Association of Assessing Officers.

3 Section 1: The Bylaws of the Illinois Chapter of the
4 International Association of Assessing Officers are changed by
5 amending Section III.2:

6 III.2 Region Boundaries

7 Upon creation of the chapter there shall be three (3) regions.
8 The regions encompass all 102 counties within the State of
9 Illinois. Regions are comprised as follows:

10 Region 1 is comprised of the following counties: Cook, DuPage,
11 Kane, Kendall, Lake, McHenry, & Will.

12 Region 2 is comprised of the following counties: Bureau,
13 Boone, Carroll, DeKalb, Ford, Fulton, Grundy, Hancock, Henderson,
14 Henry, Iroquois, Jo Daviess, La Salle, Lee, Livingston, Kankakee,
15 Knox, Marshall, McDonough, McLean, Mercer, Ogle, Peoria, Putnam,
16 Rock Island, Stark, Warren, Stephenson, Tazewell, Winnebago,
17 Whiteside, & Woodford.

18 Region 3 is comprised of the following counties: Adams,
19 Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian,
20 Clark, Clay, Clinton, Coles, Crawford, Cumberland, De Witt,
21 Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Gallatin,

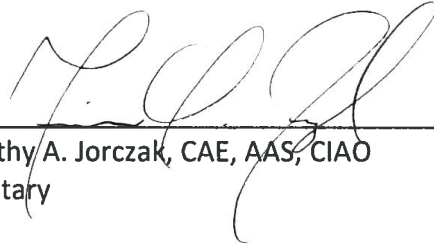
1 Greene, Hamilton, Hardin, Jackson, Jasper, Jefferson, Jersey,
2 Johnson, Lake, Lawrence, Logan, Macon, Macoupin, Madison, Marion,
3 Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie,
4 Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, ~~Rock~~
5 ~~Island~~, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby,
6 Union, Vermilion, Wabash, Washington, Wayne, White, & Williamson.

7 Section 2: This amendment shall not be effective unless it
8 is recommended by the Executive Committee and approved by the
9 membership pursuant to the Bylaws of the Illinois Chapter of the
10 International Association of Assessing Officers.

Recommended for approval by the Executive Committee on JUNE 11, 2020



Dale D. Butalla, CIAO-M
President



Timothy A. Jorczak, CAE, AAS, CIAO
Secretary

Bylaws of the Illinois Chapter of the International Association of Assessing Officers (as amended through June 11, 2020)

Article I. General Provisions

Section I.1 Name

The name of this organization is the Illinois Chapter of the International Association of Assessing Officers (referred to hereinafter as, "the chapter").

Section I.2 Jurisdictional Area

The chapter shall encompass a jurisdictional area of consisting of all one hundred and two (102) counties within the State of Illinois.

Section I.3 Purpose

The purpose of the Illinois Chapter of the Association of Assessing Officers is as follows: To promote uniform and equitable principles of assessment through professionalism; to educate the public on the importance of the work performed by assessing officers; to improve assessment standards through education, modern methods, and efficient technology; to promote professional designations through our candidate's club; and to better serve Illinois taxpayers.

Section I.4 Membership in the chapter is restricted as follows:

1. **REGULAR MEMBERSHIP:** Available to all officers, officials, and employees of a governmental authority or jurisdiction who have any or all of their duties related to property valuation, property tax administration, or property tax policy; all persons engaged as individuals, or employees of an organization, who exclusively spend their time to provide professional services to governmental officers, officials, or offices of a governmental authority or jurisdiction in support of the property valuation, property tax administration or property tax policy functions. Professional services do not include the providing of hardware, software, equipment or the sale of either goods or services to governmental agencies.
2. **ASSOCIATE MEMBERSHIP:** Available to all officers, officials, and employees of governmental agencies who do not have any duties directly involved in property valuation, property tax administration, or property tax policy; all officers, administrators, employees and enrolled students of educational institutions; individuals involved in or interested in property valuation, property tax administration or property tax policy; any member of any organization, group, or association, whether local, regional, national or international, interested in property valuation, property tax administration or property tax policy.

Only members of the International Association of Assessing Officers (referred to hereinafter as "IAAO", "the IAAO" or "the association") with a regular membership in good standing may hold elected office and vote in chapter elections.

The Illinois Chapter of the Illinois Association of Assessing Officers shall not discriminate against any person because of sex, race, color or creed.

Section I.5 Membership Dues

1. The annual chapter dues, independent of IAAO dues, are payable by JANUARY 31st for the full year (January 1st thru December 31st). Members who fail to meet their annual dues obligation by said January 31st shall be considered delinquent and rendered inactive, with loss of all rights and privileges until such time as the member's account is made current. Dues for new memberships received after July 1st shall be applied to the following year.
2. Payment of one full year's dues after delinquency shall restore the member's full rights and privileges.
3. Any revised dues schedule shall be presented by the executive committee to the general membership for approval at a regular meeting.

<u>Yearly Membership Dues</u>	
Regular Membership	\$30.00
Associate Membership	\$20.00

Article II Chapter Government

Section II.1 Governing Body

The governing body of this chapter shall be the executive committee. The executive committee shall be comprised of the following: (1) President, (2) Vice President, (3) Executive Committee Member At Large, (4) Treasurer, (5) Secretary, (6) Executive Committee Member Region #1, (7) Executive Committee Member Region #2, (8) Executive Committee Member Region #3, and (9) Immediate Past President. Each term of office shall be one year. The president shall serve as chair of the executive committee.

Section II.1a Officers

The officers of this chapter shall consist of the (1) President, (2) Vice President, (3) Executive Committee Member At Large, (4) Secretary, (5) Treasurer, (5) Executive Director, (6) Executive Committee Members Positions 1, 2, and 3. All officers must be in good standing with the IAAO to hold office.

Section II.1b Powers and Duties of Chapter Officers

1. **President:** The president shall preside over all meetings and shall appoint all committees subject to the approval of the executive committee. Additionally, in the first term of the chapter prior to the existence of an immediate past president, or at any time due to vacancy in office that the number of executive committee members is even, the president's vote shall serve as tiebreaker.
2. **Vice President:** The vice president shall, in the absence of the president or at the president's request, assume all the powers and perform all the duties of the president. The vice president shall perform such other duties as may be assigned by the executive committee. The vice president shall be responsible for various committees as assigned by the president.
3. **Executive Committee Member At Large:** The executive committee member at large shall be part of the governing executive committee and shall assist other officers in the administration of this chapter.
4. **Secretary:** The secretary shall prepare and keep a roll of all members, officers, and committee members of said chapter and shall submit said roll to the executive director of IAAO by September 1 of each year. The secretary shall notify all members and IAAO representatives within the chapter's jurisdiction of the annual and regular meetings and shall handle all correspondence to chapter members. The secretary shall also keep accurate minutes of all meetings and shall send a copy of said minutes to the executive director of IAAO after approval by the executive committee. The secretary also has additional duties under Sections IV.2a, VI.6, VIII.1, VIII.2, and IX.2.
5. **Treasurer:** The treasurer shall receive and account for all monies collected on behalf of the chapter, shall keep all books and financial records as instructed by the executive committee, shall regularly report to the executive committee the financial status of the chapter, and shall prepare an annual financial report of the previous year's receipts, disbursements, and balances to be submitted with the secretary's annual report to the IAAO.
6. **Executive Committee Members, Regions 1, 2, and 3:** These positions shall be part of the governing executive committee and shall assist other officers in the administration of this chapter. It is the intention of these bylaws that the executive committee positions be comprised of the following: Position #1 shall be a member of Region #1. Position #2 shall be a member of Region #2. Position #3 shall be member of Region #3. (Regions are defined in Section III.3.)
7. **Education Advisory Positions 1 & 2:** These positions shall be part of the governing executive committee and shall assist other officers in the administration of this chapter. It is the intention of these bylaws that the executive advisory positions be comprised of the following: Position #1 shall be a member of the Illinois Property Assessment Institute, [hereinafter referred to as "IPAI"]. Position #2 shall be a member of the Illinois Department of Revenue [hereinafter referred to as "IDOR"]. These positions are advisory only and hold no voting power. In the event one or both of the preceding organizations decline to nominate an

individual to the position, the position or positions shall be filled by nomination of the president and approval of the executive committee.

8. At the end of their term of office, all officers shall turn over all books and records to the incoming officers.
9. Vacancies occurring in any office shall be filled by the executive committee for the balance of the unexpired term, with the exception of the office of president. In the event the vacancy is the office of president, the vice president shall assume the position of president and the executive committee member at large shall assume the office of vice president.

Section II.1c Eligibility for Office

Eligibility for candidacy as an officer in this chapter shall be:

1. IAAO membership in good standing.
2. In addition, a candidate for the office of president, vice president, treasurer, secretary, or executive committee must hold an IAAO professional designation, be a current candidate for IAAO professional designation, or must hold a Certified Illinois Assessment Officer (CIAO) designation.

Article III. Regions

Section III.1 Number of Regions

The membership of the chapter shall be divided into regions as the membership may direct.

Section III.2 Region Boundaries

Upon creation of the chapter there shall be three (3) regions. The regions encompass all 102 counties within the State of Illinois. Regions are comprised as follows:

Region 1 is comprised of the following counties: Cook, DuPage, Kane, Kendall, Lake, McHenry, & Will.

Region 2 is comprised of the following counties: Bureau, Boone, Carroll, DeKalb, Ford, Fulton, Grundy, Hancock, Henderson, Henry, Iroquois, Jo Daviess, La Salle, Lee, Livingston, Kankakee, Knox, Marshall, McDonough, McLean, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Warren, Stephenson, Tazewell, Winnebago, Whiteside, & Woodford.

Region 3 is comprised of the following counties: Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, De Witt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Gallatin, Greene, Hamilton, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lake, Lawrence, Logan, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery,

Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, ~~Rock Island~~, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Union, Vermilion, Wabash, Washington, Wayne, White, & Williamson.

Section III.3 Review of Regions

Every 10 years beginning in 2032 the regions are to be reviewed by the nominating committee to ensure the boundaries maintain fair and equal representation throughout the state. The committee may recommend changes to the boundaries of districts or number of districts as they deem necessary and prudent, provided that: (1) the number of districts remains odd; and (2) that each region maintains equal representation on the executive committee.

Article IV. Nominations and Elections

Section IV.1 Nominating Committee

Not later than thirty (30) days prior to the annual meeting, the President of the chapter, with the approval of the executive committee, shall appoint a nominating committee consisting of not less than three members, one of whom shall be a past president of this chapter when such an individual is available. It shall be the duty of the nominating committee to propose names of members of the chapter to serve as officers and executive committee members for the ensuing year. The names of those nominated shall be embodied in an appropriate report which shall be published or made available to all members not later than ten (10) days prior to the annual meeting.

Notwithstanding any other provision in these bylaws, if, with the twelve months prior to the meeting of the nominating committee, the Governor of Illinois has issued a statewide emergency declaration that lasted for a minimum of 90 days, the nominating committee may propose some or all of the same persons from the prior year to serve in the same capacity for the ensuing year.

Section IV.2 Elections

Section IV.2a Ballots

The secretary shall be responsible for preparing and distributing election ballots to all voting members. Ballots shall include the names of all individuals duly nominated, as well as the option to write in a candidate. The manner of voting, including the forms to be used, the counting of ballots, and the rules of procedure shall be prescribed by the executive committee. Voting on the removal of an officer or member shall be by secret ballot.

Section IV.2b Order of Elections

The officers and members of the executive committee shall be elected by the membership of this chapter at the annual meeting. The voting order shall be the following:

- Vice President;
- Executive Committee Member At Large;
- Secretary;
- Treasurer;
- Executive Committee Position #1;
- Executive Committee Position #2;
- Executive Committee Position #3;
- Education Advisory Position #1;
- Education Advisory Position #2.

This position of president shall be elected one time, upon the creation of the chapter. Except as provided in Section IV.1, in subsequent terms the previously elected vice president shall assume the office of president without further election.

Section IV.2c Tie Vote

In the event that the membership fails to choose a successful candidate in any election by reason that no candidate received a plurality of the votes cast for any office or position, the president shall order a recount of the ballots to be made. If the results of the recount show that no candidate seeking the office or position received a plurality of the votes cast by the members, the executive committee, at its next meeting, shall cast written ballots for the candidates who have received the equal number of votes. The candidate receiving a majority of the votes cast by the executive committee shall be declared elected. If, after two such ballots by the executive committee, no candidate receives a majority of the votes of the executive committee, the names of the candidates shall be drawn by lot and the name drawn shall be declared elected.

Section IV.2d Posting of Results and Notification of Election

A plurality of votes cast shall be sufficient for election to office. The president shall be responsible for notifying the candidates and the executive committee of the election results and for posting the results at the annual meeting.

Section IV.2e Terms of office

Newly elected officers shall assume the duties of their office at the annual meeting of the Chapter. If the annual meeting is scheduled but subsequently canceled or postponed in accordance with an emergency declaration issued by the Governor of Illinois, the officers will begin their terms on the date the annual meeting had been scheduled.

Article V Removal of Officers or Members

Section V.1 Complaints of misconduct against officers or members of the chapter shall be considered by the executive committee; and if after investigation, it is of the opinion that sufficient grounds exist, the executive committee may, by two-thirds vote, recommend to the members that such officer or member be censured, suspended, removed from office, or expelled from membership in the chapter. The membership may by three-fourths vote by secret ballot, take such action thereon as it deems proper.

Section V.2 Any member against whom a complaint is made before the executive committee shall be notified thereof and shall be afforded an opportunity to make answer thereto to the executive committee.

Section V.3 Any disciplinary action imposed by the IAAO against a chapter member such as suspension or termination shall also be binding in the chapter.

Section V.4 Any elected officer or member of the executive committee who shall be absent from four consecutive meetings (including regular meetings and executive committee meetings) may be suspended from such office and the vacancy filled for the unexpired term as herein provided. This action requires a two-thirds majority vote of the executive committee.

Article VI. Chapter Meetings

Section VI.1 Governing Rules

1. Unless otherwise provided for by these bylaws, Robert's Rules of Order shall govern all meetings of the chapter.
2. Any rule of parliamentary procedure may be suspended at any meeting by a three-fourths vote of the members present.

Section VI.2 Order of Business

The order of business shall include:

- Adoption of minutes as distributed, or published
- Report of the secretary
- Report of the treasurer
- Report of the executive committee
- Reports of Committees
- Old (or unfinished) business
- New business
- Adjournment

Section V.3 Regular Meetings

The chapter shall hold an annual meeting of the membership at such time and place as determined by the executive committee. Additional regular meetings may be scheduled by the executive committee at the annual meeting.

Section VI.4 Special Meetings

Special meetings may be held on the call of the chapter president, or upon written request of at least six (6) members of the executive committee. Written notice of said meetings must be mailed or emailed at least two (2) weeks prior to said meeting.

Section VI.5 Quorum

For the purpose of transacting official business, a quorum shall consist of not fewer than six (6) members of the executive committee. The executive committee may at its discretion authorize the use of appropriate technology to facilitate the conduct of meetings, except in the case of meetings conducted pursuant to Section V.

Section VI.6 Notice

The chapter secretary shall notify the chapter membership of regular meetings at least two (2) weeks prior to said meetings and shall notify the executive committee of any special meetings at least two (2) weeks prior to said meeting. Said notice shall be in writing and delivered by United States mail or via electronic mail.

Article VII. Committees

Section VII.1 General Provisions

There shall be standing and other such committees as are deemed necessary by the executive committee to carry out the objectives of the chapter. The chapter president shall appoint all committee members subject to the approval of the executive committee.

Section VII.2 Standing Committees

The standing committees of the chapter are as follows:

- Education Committee;
- Nominating Committee;
- Public Relations Committee;
- Legislative Committee.

Section VII.3 All standing committees are to have at least one (1) member from each region of membership (i.e., one (1) from region #1, one (1) from region #2, and one (1) from region #3), provided that there are sufficient members in all categories to allow such. All committee members must be IAAO members in good standing.

Section VII.4 The president may appoint, from time to time, such other special committees as deemed proper.

Section VII.5 The president, secretary and treasurer shall be ex officio members of all committees, and are entitled to participate in the proceedings thereof as members, but their attendance shall be optional and voluntary, and shall not be deemed as part of the regular officer duties.

Section VII.6 A majority of each committee shall constitute a quorum thereof. Each committee shall report to the president the proceedings of the committee, and any recommendations which they make. Committees may, upon the approval of the executive committee, utilize any appropriate technology to facilitate the conduct of meetings.

Section VII.7 No communication in the name of, or on behalf of this chapter generally relating to this chapter or its activities, shall be sent by any committee, officer, or member to any other association, public official, body, newspaper, or to the public, unless such communication is first submitted to, and approved by, the executive committee or the president.

Section VII.8 No published material shall be prepared or issued by this chapter unless:

1. It clearly shows on its face that it was prepared by the chapter.
2. The name of the editor or author is stated thereon.
3. It contains no libelous matter.

Section VII.3 Duties

1. All committees shall perform their duties in accordance with the chapter bylaws and the constitution of the chapter. All actions of the committees are subject to approval by the executive committee.
2. At the end of their committee term, all committee chairs shall turn over all books and records to the incoming committee.

Article VIII. Amendments to the Bylaws

Section VIII.1 Amendments

The chapter bylaws may be amended upon the recommendation of the executive committee and subject to the approval of the membership as follows: The chapter secretary shall notify the voting members, by mail or electronic mail, at least two (2) weeks prior to the vote, and shall furnish to the membership copies of any proposed changes. The voting membership shall cast their vote for or against proposed changes at the annual meeting or at a meeting called for the purpose of amending the bylaws. Approval of proposed amendments shall be by two-thirds of the votes cast by voting members.

Section VIII.2 Approval by the IAAO Executive Board

All chapter bylaw amendments, after approval by the chapter members, shall be subject to the approval of the IAAO Executive Board. The chapter Secretary shall certify the

amendment, and mail it to the executive director of IAAO within ten (10) days after approval by the chapter membership.

Article IX. Chapter Funds and Annual Report

Section IX.1 Chapter Funds

The funds of this chapter shall consist of a general operating fund. The executive committee shall instruct the chapter treasurer as to the desired method for receipt and disbursement of the chapter funds, including the keeping of all records and books.

Section IX.2 Annual Report

The Secretary shall prepare an annual report of the previous year's meetings, finances, activities, and membership and shall submit it to the Executive Board of IAAO prior to September 1 of each year. Said report shall include but not be limited to: the treasurer's annual financial report, the previous year's activities, membership, and meetings.

Article X. Miscellaneous Provisions

Section X.1 Dissolution of Chapter

In the event that the chapter is dissolved or its charter is revoked, all chapter funds shall be turned over to the association.

Section X.2 Severability of Provisions

1. If any provision of these bylaws violates or contravenes applicable law, that provision shall be void.
2. If any provision of these bylaws conflicts with the association's Chapter Rules and Regulations, The association's Chapter Rules and Regulations shall be controlling.
3. If any provision of these bylaws is rendered void by virtue of this section, the other provisions of the bylaws shall nonetheless survive and remain valid.