

Regulation No. 7

National Committees

Effective May 8, 2015

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1 **ARTICLE I**

2

3 **Purpose**

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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.

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242

243 **Admissions and Designation Qualifications**
244 **Committee**

245

246 **Part A: Composition of Committee**

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

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

254 The Admissions and Designation Qualifications Committee shall:

255

- 256 1) review and analyze trends in the appraisal profession and real estate markets, review and
257 analyze the requirements for Appraisal Institute designations and the value of Appraisal Institute
258 designations in the marketplace and review and analyze the effectiveness of admissions
259 procedures;
- 260 2) monitor the appropriateness, application and effectiveness of requirements, policies and
261 procedures for admission to affiliation, candidacy and designated membership;
- 262 3) recommend to the Board of Directors changes to the Bylaws and Regulations impacting the
263 requirements for admission to affiliation, candidacy and designated membership;
- 264 4) create and adjust Admissions Procedure Manuals, admissions policies and admissions
265 procedures as it deems appropriate;
- 266 5) monitor appropriateness of, compliance with and effectiveness of any continuing education
267 requirements, policies and procedures for Designated Members, Candidates, Practicing Affiliates
268 and Affiliates;
- 269 6) recommend to the Board of Directors changes to the Bylaws and Regulations impacting
270 continuing education for Designated Members, Candidates, Practicing Affiliates and Affiliates;
- 271 7) create and adjust continuing education policies and procedures as appropriate;
- 272 8) identify, recommend and oversee development of programs to encourage Candidates to fulfill the
273 requirements for Appraisal Institute designation and to provide appropriate assistance to
274 Candidates in doing so;
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- 9) recommend positions to the Board of Directors relating to certification and licensing matters under the jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the President, ensure that the Appraisal Institute is represented at AQB meetings where certification and licensing matters are addressed and in consultation with the President, ensure that Appraisal Institute positions regarding certification and licensing matters are presented to the AQB; and
- 10) perform such other duties as may be assigned to it by the Board of Directors.

293

Part C: Experience Panel

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

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

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

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

313

Part D: Demonstration of Knowledge Grading Panel

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

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

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

328

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

333

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

337

338

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

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

345

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

351

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

355

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

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361 **Part F: Comprehensive Examination Panel**

362 There shall be a Comprehensive Examination Panel of the Admissions and Designation
363 Qualifications Committee for each type of Comprehensive Examination that the Appraisal Institute
364 offers. The Chair and members of the Comprehensive Examination Panels shall be MAI Designated
365 Members, SRA Designated Members, AI-GRS Designated Members, or AI-RRS Designated
366 Members as appropriate for the Examination type, shall meet the qualifications set forth in this
367 Regulation, and shall meet the qualifications established by the Admissions and Designation

368 Qualifications Committee.

369

370 The Comprehensive Examination Panel shall:

371

372 1) prepare questions and answers for the General Comprehensive Examination;

373

374 2) oversee the grading of the General Comprehensive Examination;

375

376 3) recommend to the Admissions and Designation Qualifications Committee changes to the general
377 subject matters covered by the General Comprehensive Examination;

378

379 4) interface with the Education Committee regarding the content of education programs as it relates
380 to the General Comprehensive Examination; and

381

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

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389 **Professional Standards and Guidance Committee**

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391 **Part A: Composition of Committee**

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

395

396

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

398 The Professional Standards and Guidance Committee shall:

399

- 400 1) review and analyze information relating to services appraisers provide, standards and ethics for
401 the profession and appraisal practice issues where further guidance may be beneficial;
- 402
- 403 2) seek input from appropriate Appraisal Institute and external bodies and individuals on standards
404 and ethics for the appraisal profession;
- 405
- 406 3) develop positions on exposure drafts of standards and ethics impacting the appraisal profession
407 both in the United States and world-wide;
- 408
- 409 4) recommend to the Board of Directors amendments to the Appraisal Institute Code of Professional
410 Ethics and Standards of Professional Appraisal Practice;
- 411
- 412 5) provide general guidance to Appraisal Institute Designated Members, Candidates, Practicing
413 Affiliates and Affiliates on professional practice issues; and
- 414
- 415 6) perform such other duties as may be assigned to it by the Board of Directors.

416

417

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

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

421

- 422 1) attends meetings of the Appraisal Standards Board and Appraisal Practices Board of The
423 Appraisal Foundation and presents Appraisal Institute positions to such Boards;
- 424
- 425 2) attends meetings of the International Valuation Standards Committee and presents Appraisal
426 Institute positions to such Committee; and

427

428 3) interfaces with other entities establishing standards and ethics impacting the appraisal profession.

429

430

431 **Part D: Appraisal Guidance Panel**

432 There shall be an Appraisal Guidance Panel that shall report directly to the Professional Standards
433 and Guidance Committee. Members of the Appraisal Guidance Panel shall be Designated Members
434 of the Appraisal Institute. Members of the Appraisal Guidance Panel also shall meet the qualifications
435 set forth in this Regulation and shall meet the qualifications established by the Board of Directors.

436

437 The Appraisal Guidance Panel shall:

438

439 1) develop general guidance and formal Guide Notes on specific appraisal practice issues as
440 requested by the Professional Standards and Guidance Committee or Board of Directors; and

441

442 2) perform such other duties as may be assigned to it by the Professional Standards and Guidance
443 Committee or Board of Directors.

444

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450 Diversity Committee

451

452 **Part A: Composition of Committee**

453 The Diversity Committee shall consist of a Chair and six (6) members at large. The members at large
454 of the Diversity Committee may be Appraisal Institute Designated Members or Candidates.

455

456

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

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

460

461 1) review and analyze information relating to diversity issues in the Appraisal Institute and the
462 appraisal profession;

463

464 2) recommend to the Board of Directors policies relating to diversity in the Appraisal Institute and the
465 appraisal profession;

466

467 3) recommend to the Strategic Planning Committee programs to enhance diversity within the
468 Appraisal Institute and the appraisal profession;

469

470 4) proactively seek governance and program participation from the diversity of Appraisal Institute
471 Designated Members, Candidates, Practicing Affiliates and Affiliates;

472

473 5) work with appropriate bodies and individuals to enhance knowledge of and commitment to
474 Appraisal Institute diversity policies and programs;

475

476 6) monitor Appraisal Institute diversity programs and policies and recommend revisions to such
477 programs and policies as appropriate; and

478

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

480

482

483 **Education Committee**

484

485 **Part A: Composition of Committee**

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

488

489

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

491 The Education Committee shall:

492

- 493 1) review and analyze information relevant to creating appraiser education strategies, including, but
494 not limited to, market needs, course and seminar performance, instructor performance generally,
495 areas for enhancement of appraiser education and customer needs and satisfaction;
- 496
497 2) recommend to the Board of Directors education programming strategies for qualifying, continuing
498 and advanced education needs;
- 499
500 3) monitor Appraisal Institute courses and seminars to help ensure that they fulfill education
501 strategies and qualifications specifications;
- 502
503 4) interface with the Admissions and Designation Qualifications Committee to help ensure that
504 education program and examination content meet qualification requirements;
- 505
506 5) review the curriculum of the formal education degree programs of universities, including master's
507 degree programs, for equivalency with Appraisal Institute education qualifications, subject to
508 ratification by the Admissions and Designation Qualifications Committee;
- 509
510 6) recommend positions to the Board of Directors relating to education matters under the jurisdiction
511 of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the
512 President, ensure that the Appraisal Institute is represented at AQB meetings where education
513 matters are addressed; and, in consultation with the President, ensure that Appraisal Institute
514 positions regarding such education matters are presented to the AQB;
- 515
516 7) recommend to the Board of Directors policies, procedures and programs for qualification and
517 development of instructors, and monitor implementation of such policies, procedures and
518 programs; and
- 519
520 8) perform such other duties as may be assigned to it by the Board of Directors.

521

522 **Part C: Subject Matter Panel**

523 There shall be a Subject Matter Panel of the Education Committee. The members of the Subject
524 Matter Panel may be Designated Members, Candidates, Practicing Affiliates or Affiliates of the
525 Appraisal Institute or individuals not in one of such categories. Members of the Subject Matter Panel
526 shall also meet the qualifications set forth in this Regulation and any additional qualifications
527 established by the Board of Directors.

528

529 Members of the Subject Matter Panel shall, as requested, provide subject matter expertise and other
530 assistance in the development of Appraisal Institute courses and seminars, as well as in other
531 matters relating to Appraisal Institute education.

532

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

535

536

538

539 Finance Committee

540

541 **Part A: Composition of Committee**

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

547

548

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

550 The Finance Committee shall:

551

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

554

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

557

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

561

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

565

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

568

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

571

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

573

574

575

577

578 **Government Relations Committee**

579

580 **Part A: Composition of Committee**

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

585

586

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

588 The Government Relations Committee shall:

589

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

592

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

596

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

601

602 4) provide input to the Professional Standards and Guidance Committee on matters relating to The
603 Appraisal Foundation's Appraisal Standards Board and Appraisal Practices Board, and provide
604 input to the Education Committee and Admissions and Designation Qualifications Committee on
605 matters relating to The Appraisal Foundation's Appraiser Qualifications Board as appropriate;

606

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

609

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

611

612

613

614 **Part C: Government Relations Panel**

615 There shall be a Government Relations Panel of the Government Relations Committee. The
616 members of the Government Relations Panel shall be Designated Members, Candidates, Practicing
617 Affiliates or Affiliates of the Appraisal Institute. Members of the Government Relations Panel shall
618 also meet the qualifications set forth in this Regulation and the qualifications established by the Board
619 of Directors.

620

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

624

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

627

629

630 International Relations Committee

631

632 **Part A: Composition of Committee**

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

636

637

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

639 The International Relations Committee shall:

640

- 641 1) review and analyze information relating to international markets and opportunities for the
642 Appraisal Institute, Appraisal Institute Designated Members, Candidates, Practicing Affiliates,
643 Affiliates and the appraisal profession;
- 644
- 645 2) recommend to the Strategic Planning Committee international programs, initiatives and liaisons;
646
- 647 3) recommend to the Board of Directors policies relating to international issues;
648
- 649 4) identify and recommend initiatives to embrace the cultural diversity among appraisers world-wide;
650
- 651 5) recommend to the national Nominating Committee one (1) or more International Designated
652 Members for nomination to serve as the International Designated Member on the national Board
653 of Directors;
- 654
- 655 6) monitor effectiveness of international programs and initiatives, and monitor internationally offered
656 educational programs and publications to identify any cultural or language issues;
657
- 658 7) in consultation with the President and within the approved budget, ensure that the Appraisal
659 Institute is represented at appropriate international meetings and events; and
660
- 661 8) perform such other duties as may be assigned to it by the Board of Directors.

662

663

664 **Part C: International Relations Panel**

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

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

670

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

672

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

676

677 2) recommend to the International Relations Committee international programs, initiatives and
678 liaisons; and

679

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

682

684

685 **Professional Practice Compliance and**
686 **Enforcement Committee**

687

688 **Part A: Composition of Committee**

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

692

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

694 The Professional Practice Compliance and Enforcement Committee shall:

695

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

698

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

701

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

703

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

706

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

709

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

711

712

713

715

716 Strategic Planning Committee

717

718 **Part A: Composition of Committee**

719 The Strategic Planning Committee shall consist of a Chair and nine (9) members. The members of
720 the Strategic Planning Committee shall include:

721

722 1) two (2) members who are appointed by the President;

723

724 2) a member of the Board of Directors elected by the Board of Directors;

725

726 3) the Admissions and Designation Qualifications Committee Chair;

727

728 4) the Education Committee Chair;

729

730 5) the Government Relations Committee Chair;

731

732 6) the International Relations Committee Chair;

733

734 7) the Professional Practice Compliance and Enforcement Committee Chair; and

735

736 8) the Chief Executive Officer, who shall serve as a non-voting member.

737

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

742

743 The two (2) members appointed by the President shall be Designated Members or Candidates of the
744 Appraisal Institute, shall serve two (2) year staggered terms and shall serve no more than two (2)
745 consecutive full two (2) year terms.

746

747 Except as provided below, the member of the Board of Directors, elected by the Board of Directors,
748 shall serve a two (2) year term, shall serve no more than two (2) consecutive full two (2) year terms
749 and shall have at least two (2) years remaining on his or her Board of Directors term at the
750 commencement of his or her term on the Strategic Planning Committee.

751

752 The member of the Board of Directors elected at the third regular Board meeting in 2013 only shall
753 serve a one (1) year term, and shall have at least one (1) year remaining on his or her Board of
754 Directors term at the commencement of his or her term on the Strategic Planning Committee.

755

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

758

759

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

761 The Strategic Planning Committee shall:

762

763 1) monitor issues, trends, opinions and other factors that affect or will affect the Appraisal Institute
764 and the appraisal profession;

765

766 2) recommend to the Board of Directors short and long term strategic and operating plans, including,
767 but not limited to, mission, goals, strategies, priorities and adjustments thereto; and

768

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

770

771

772 **Part C: Client Advisory Board**

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

776

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

781

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

783

784 1) provide ideas, expertise and other input to the Strategic Planning Committee regarding client
785 needs and perspectives; and

786

787 2) perform such other duties as may be assigned to it by the Strategic Planning Committee or Board
788 of Directors.

789

790

791 **Part D: University Relations Panel**

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

797

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

799

800 1) provide ideas, expertise and other input to the Strategic Planning Committee on how to increase
801 Appraisal Institute presence and advance Appraisal Institute education with universities, colleges
802 and community colleges with real estate programs;

803

804 2) provide ideas, expertise and other input to the Strategic Planning Committee on how to establish
805 and maintain relationships with universities, colleges and community colleges with real estate
806 programs; and

807

808 3) perform such other duties as may be assigned to it by the Strategic Planning Committee or Board
809 of Directors.

810

811

812 **Part E: Strategic Planning Panel**

813 There shall be a Strategic Planning Panel that shall report directly to the Strategic Planning
814 Committee. The members of the Strategic Planning Panel shall be Designated Members,
815 Candidates, Practicing Affiliates or Affiliates or individuals not in one of such categories. The
816 members of the Strategic Planning Panel also shall meet the qualifications set forth in this Regulation
817 and any additional qualifications established by the Board of Directors.

818

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

820

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

823

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

826

828

829 The Appraisal Journal Editorial Board

830

831 **Part A: Composition of Board**

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

837

838

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

840 The Appraisal Journal Editorial Board shall:

841

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

843

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

845

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

847

848

850

851 Other Panels

852

853 **Part A: Past Presidents Panel**

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

857

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

860

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

862

863

864 **Part B: Admissions Appeals Panel**

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

870

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

873

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

876

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

880

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

885

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

889

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

892

893

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

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

901

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

905

906 The Chair and members of the Professional Practice Appeals Panel may recommend to the
907 Professional Practice Compliance and Enforcement Committee and the Board of Directors changes
908 to the procedures relating the enforcement of the Standards of Professional Appraisal Practice and
909 Code of Professional Ethics.

910

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

913

914

915 **Part D: Publications Review Panel**

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

920

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

923

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

926

927 05/27/15