

**Procedural Rules  
of  
The Institute of Iowa Certified Assessors  
Table of Contents**

<b>1.</b>	<b>PURPOSE .....</b>	<b>1</b>
<b>2.</b>	<b>MEMBERSHIP .....</b>	<b>1</b>
<b>3.</b>	<b>BOARD OF DIRECTORS .....</b>	<b>15</b>
<b>4.</b>	<b>DUTIES OF THE OFFICERS .....</b>	<b>16</b>
<b>5.</b>	<b>FUNDS .....</b>	<b>16</b>
<b>6.</b>	<b>ACTS .....</b>	<b>17</b>
<b>7.</b>	<b>COMMITTEES .....</b>	<b>17</b>
<b>8.</b>	<b>MEETINGS .....</b>	<b>19</b>
<b>9.</b>	<b>AMENDMENTS .....</b>	<b>19</b>
<b>10.</b>	<b>MISCELLANEOUS PROVISIONS .....</b>	<b>21</b>

# **Procedural Rules of The Institute of Iowa Certified Assessors**

## **1. STATEMENT OF PURPOSE**

The Institute is committed to the following goals:

- 1.1. To develop professionalism in assessment administration.
- 1.2. To raise the standards of the assessment profession.
- 1.3. To attain recognition by governmental authorities of the assessing profession.
- 1.4. To gain for the members recognition as qualified, objective, and unbiased assessment professionals.
- 1.5. To award the designation of Iowa Certified Assessor (ICA) to those who meet the requirements and qualifications of the Institute.

## **2. MEMBERSHIP**

2.1. Regular Member (Reserved for future use)

2.2. Candidate Member

2.2.1. Submit application for candidacy along with application fee to the secretary/treasurer.

2.2.2. Application approved by majority vote of the Board of Directors.

2.3. Certification Requirements

2.3.1. Be a member of the Iowa State Association of Assessors.

2.3.2. Have at least three years of experience in the profession of ad valorem appraisal.

2.3.3. Complete all requirements within a period of three years from the date of the application for candidacy.

2.3.4. Submission of documentation confirming candidate received a passing grade on examinations in the following courses:

IAAO Course 101, "Fundamentals of Real Property Appraisal"

IAAO Course 102, "Income Approach to Valuation"

IICA Course, "Iowa Assessment and Taxation Review"

2.3.5. Submit to the Board of Directors one narrative appraisal of improved real estate which must be of an age to contain at least two forms of depreciation; such appraisal must include all three approaches to value.

A passing score upon completion of the Iowa Residential Case Study course may be substituted for the narrative appraisal.

2.3.6. Pass a written comprehensive examination which shall cover all phases of assessment procedure and Iowa assessment law.

2.3.6.1. The time and location of the examination will be determined by the secretary/treasurer as approved by the Board of Directors.

2.3.6.2. At the discretion of the Board of Directors, an oral examination may also be conducted.

2.3.6.3. Grading of the comprehensive exam.

2.3.6.3.1. The recertification monitor shall grade the exam and shall forward the results to a member of the Board of Directors along with the exam and the answer sheet.

- 2.3.6.3.2. The designated Board of Director member(s) shall then review the scoring of the exam, note any scoring discrepancies, and contact the recertification monitor to resolve the discrepancies.
- 2.3.6.3.3. If there are no discrepancies or all discrepancies have been resolved to the satisfaction of the recertification monitor and the designated member, the results shall be forwarded to the president and notice shall be sent informing the candidate of the results of the exam.
- 2.3.7. Application for certification shall be on forms prescribed and furnished by the Board; shall contain statements made under oath, showing the applicants education and experience; and be accompanied by the application fee as set by the Board of Directors. The secretary/treasurer shall issue a receipt for the application fee, and all fees deposited shall be retained by the Institute.
- 2.3.8. Upon successful completion of all requirements, the Board of Directors shall issue the Iowa Certified Assessor certificate signed by the president and secretary/treasurer.
- 2.3.9. The recertification monitor shall notify new ICA designees of all recertification requirements and procedures.
- 2.3.10. Candidates failing the comprehensive examination may apply to retake the examination not earlier than 30 days from the date of the first attempt.
- 2.3.11. Candidates failing the comprehensive examination on the second attempt must complete a course of study as determined by the Examining Board prior to taking the examination again.
  - 2.3.11.1. The president shall appoint two members of the Examining Board to review the examination results of the candidate.
  - 2.3.11.2. Those members shall determine the course(s) the candidate must successfully complete prior to applying to retake the comprehensive examination.
- 2.4. Recertification
  - 2.4.1. The president may appoint a member of the Institute to serve as recertification monitor to serve at the pleasure of the president.
  - 2.4.2. In the absence of an appointment by the president, or in the case of a vacancy, the secretary/treasurer shall perform the duties of recertification monitor.
  - 2.4.3. The recertification monitor shall meet with the Board of Directors as necessary upon request of any Board member.
  - 2.4.4. Seventy hours of continuing education is required during each cycle. Fifteen hours may be on line education or distance learning and the remaining fifty-five hours require classroom attendance.
    - 2.4.4.1. All courses approved by the Iowa Department of Revenue for continuing education are accepted for ICA recertification.
    - 2.4.4.2. The Board of Directors may approve additional courses for recertification.
  - 2.4.5. Recertification credit must be applied for on forms prescribed by the Board of Directors,

- 2.4.5.1. Forms shall be submitted to the recertification monitor for processing.
- 2.4.5.2. Records shall be maintained by the recertification monitor for each designee.
- 2.4.6. ICA designees retired from the assessment field are not required to be recertified.
- 2.4.7. The recertification monitor shall notify each ICA designee no later than January 31 of each year regarding the number of hours granted as of December 31 of the prior year.
- 2.4.8. The recertification monitor shall notify the designee, in writing, at least 60 days prior to the expiration date of the recertification cycle if recertification requirements have not been submitted.
- 2.4.9. An ICA designee who is not retired and who has not successfully completed the recertification requirements by December 31 of the year his/her recertification cycle ends shall no longer be certified.
  - 2.4.9.1. The recertification monitor shall notify the Board of Directors of any member not meeting recertification requirements.
  - 2.4.9.2. The recertification monitor shall notify the designee, in writing, of the status of his/her recertification within thirty days of the end of the recertification cycle.
- 2.4.10. An un-recertified ICA designee shall have six months to complete and submit for credit the necessary hours to comply with the requirements to the ICA Board for recertification.
  - 2.4.10.1. Recertification credit earned during this six-month period may only apply toward satisfaction of the requirements of the prior recertification cycle.
- 2.4.11. An un-recertified ICA designee who fails to complete the necessary credit hours within the six month period following the recertification cycle shall have their ICA designation revoked by the Board of Directors.
  - 2.4.11.1. The individual shall be required to remove the reference to the ICA designation from all correspondence, letterheads, business cards, résumés, telephone directories, appraisal reports, and any testimony.
  - 2.4.11.2. The Board of Directors shall notify the individual within 10 days of their action revoking the ICA designation.
- 2.4.12. Any designee may appeal to the Board of Directors to contest their failure to comply with recertification requirements or the revocation of the ICA designation.
  - 2.4.12.1. Said appeal must be in writing and must be received by the president of the Institute within 30 days after the effective date of the letter notifying the designee of the un-recertification or the revocation of the designation.
  - 2.4.12.2. The Board of Directors shall hold a hearing upon said appeal and notify the designee of their decision within 90 days of receipt of said appeal.
  - 2.4.12.3. All decisions of the Board of Directors concerning appeals shall be final.

2.4.13. A former ICA designee may be reinstated by approval of the Board of Directors.

2.4.13.1. A reinstatement fee of \$100.00 shall be paid to the Institute.

2.4.13.2. The former designee must successfully pass the comprehensive examination given to candidates for the ICA designation.

2.4.13.3. Upon being reinstated, a new five-year recertification cycle shall be established.

2.4.13.4. An ICA designee may be granted the privilege of reinstatement only once.

## 2.5. Voting Rights

2.5.1 Voting by proxy is not permitted for any issue brought before the membership or the Board of Directors

2.5.2 Absentee voting is not permitted for any issue brought before the membership or the Board of Directors.

2.5.3 Electronic voting for issues brought before the Board of Directors is permitted for the following issues:

2.5.3.1 Candidate application

2.5.3.2 Issues not relating to the Constitution, By-laws or Procedural Rules.

2.5.4 Issues voted on by the Board of Directors by electronic methods shall be placed upon the agenda for ratification at the next meeting of the Board of Directors

## 2.6. Dues – Reserved

## 2.7. Violations of Code of Ethics

2.7.1. Any formal complaint against a member shall be in writing and filed with the secretary/treasurer. The signed form shall contain the following:

1. The full name, address, and telephone number of the person(s) or organization making the complaint.
2. The full name, address, and telephone number, if known, of all members whose alleged conduct is the subject of the complaint.
3. A plain and concise statement of the facts alleged and any other information deemed relevant by the complainant.

2.7.2. Committee Structure and Processing of Complaints of Alleged Violations of the Code of Ethics

2.7.2.1. There shall be a standing committee within the organizational structure of the Institute of Iowa Certified Assessors, known as the Ethics Committee.

2.7.3. . All Ethics Committee decisions shall be reached by majority vote of the Ethics Committee. Votes of the Ethics Committee members may be taken by mail or telephone, provided that all members are canvassed simultaneously and a report of the vote is transmitted to all Ethics Committee members. Dissents by an Ethics Committee member from majority actions or holding may be expressed in writing and submitted to the chairperson.

2.7.3.1. Upon commencement of new committee members' terms, the new committee will assume responsibility for all current and pending ethics cases.

- 2.7.4. Responsibility and Authority
- 2.7.4.1. It shall be the duty of the Ethics Committee to consider all matters under its jurisdiction concerning questions of professional ethics and conduct, or other matters as assigned by the Board of Directors or brought to its attention by others. However, the Ethics Committee has the authority to refuse to review of any matter which it determines to be too similar to a previously considered matter (unless substantial new evidence is submitted in conjunction therewith).
- 2.7.4.2. The Ethics Committee shall receive and investigate all complaints referred to the Institute concerning alleged violations of the Code of Ethics and hereinafter referred to as alleged ethical violations. The Ethics Committee shall have the authority and responsibility, to the extent herein defined, for issuing letters of charge, conducting hearings, and carrying out appropriate disciplinary action. A complaint may issue from the Ethics Committee or from one or more individual members thereof, and that complaint shall be processed in the same manner as other complaints received by the Ethics Committee.
- 2.7.5. The Ethics Committee shall have responsibility for rendering advisory opinions relating to the interpretation and application of the Code of Ethics. Such advisory opinions may be issued in response to requests from members or other responsible persons, but shall not be binding upon IICA unless the Board of Directors concurs.
- 2.7.6. The Ethics Committee shall have the responsibility for studying and reporting to the Board of Directors on proposed amendments to or changes in the Code of Ethics.
- 2.7.7. Meetings
- 2.7.7.1. The Ethics Committee shall meet on the call of the chairperson or as a result of petition by a majority of the committee members, provided the time and place of the meetings have been approved by the president. A majority of the members shall constitute a quorum.
- 2.7.7.2. Whenever the chairperson, for any reason, is unable to act, the vice-chair shall have all of the duties and authority of the chairperson and shall act as chairperson.
- 2.7.7.3. All meetings of the Ethics Committee shall be open to the general membership and staff of IICA unless otherwise required by these rules and procedures.
- 2.7.8. Confidentiality
- 2.7.8.1. All matters concerning alleged ethical violations shall be accorded the utmost confidentiality by the Ethics Committee and all other persons who may be privy to any proceedings concerning alleged ethical violations. The Ethics Committee chairperson may disclose to the Board of Directors in executive session alleged violations which involve the expenditure of funds for legal representation and allegations involving the secretary/treasurer and/or the Board of Directors.
- 2.7.8.2. All discussions of any alleged or potential ethical violation at any meeting of the Ethics Committee shall be in executive session. The

chairperson of the meeting shall take all appropriate measures to assure the confidentiality of all proceedings. Such measures shall include, but not be limited to, the exclusion from the meeting room of all parties who are deemed by the Ethics Committee to be unnecessary to the proper conduct of the proceedings. Except as to distributions provided for in sections 2.7.9, 2.7.12, 2.7.13.26, 2.7.14.2, 2.7.14.6, 2.7.14.7, 2.7.15.1.1, 2.7.16.1 of these procedural rules, prior to any distribution of documents, including minutes or agendas, to persons other than Ethics Committee members and staff, any language identifying any member with any alleged ethical violation shall be censored by redacting the identifying language.

2.7.8.3. All final decisions on disciplinary actions taken by the IICA against its members for ethics reasons shall be published in an IICA publication. All other records leading to the disciplinary action shall be sealed from the public and placed in IICA files. Release of sealed records will be made only as required by a court of law or by a unanimous decision from the Ethics Committee which presided over the matter, explained in writing.

2.7.8.4. Dismissal of complaints shall be published in an IICA publication only upon the written request of the respondent.

2.7.9. The Complaints: Form, Content, and Receipt

2.7.9.1. Complaints of alleged violations of the Code of Ethics may be received from any source, including nonmembers of the Association. The complaint shall be filed within one year after the alleged violation. The complaint shall be in writing on an approved "IICA Ethics Complaint Form" and signed by the person(s) complaining, hereinafter referred to as "complainant." A complaint issued by the Ethics Committee shall be signed by the chairperson of said committee. The signed form shall contain the following:

- (1) the full name, address, and telephone number of the person(s) or organization making the complaint;
- (2) the full name, address, and telephone number, if known, of all members whose alleged conduct is the subject of the complaint;
- (3) a plain and concise statement of the facts alleged; and
- (4) any other information deemed relevant by the complainant.

The complainant shall ensure that copies of all documents relevant to the complaint, and available to the complainant, are attached to the complaint when it is filed.

2.7.10. All complaints shall be transmitted to the secretary/treasurer. The secretary/treasurer shall record the receipt of the complaint, prepare a case file, and immediately mail uncensored copies of the complaint to the chairperson and members of the Ethics Committee. The file shall also be at the same time sent to the person(s), hereinafter referred to as "respondent," whose alleged conduct is the subject of the complaint, and shall include a letter stating the complaint has been referred to the Ethics Committee. The letter shall notify the respondent that the respondent shall file a written reply with the secretary/treasurer within 30

days after receipt of the complaint and that failure to file a written reply may be considered by the Ethics Committee to be an admission of the charges in the complaint. The letter and a copy of the complaint shall be sent by any form of courier or mail service that confirms delivery by a return receipt, hereinafter referred to as “courier service,” along with a copy of these procedural rules. The secretary/treasurer or designated member of the staff shall immediately transmit any reply to the chairperson and members of the Ethics Committee.

- 2.7.11. After receiving a copy of the complete and signed complaint from the secretary/treasurer and after the mailing to the respondent has been made, the Ethics Committee shall examine the complaint and make whatever inquiries the Ethics Committee deems necessary to gather the information necessary to dispose of the complaint. Whenever, after investigation of any complaint, the Ethics Committee finds they either lack jurisdiction or the facts do not support the alleged charge(s), the Ethics Committee shall dismiss the complaint and the chairperson shall notify the complainant and the respondent of the Ethics Committee’s actions. If, upon investigation, it is determined by the Ethics Committee that a complaint has merit and meets the Ethics Committee’s jurisdictional requirements, the chairperson shall cause to be issued, and send by courier service to the member complained of, a Letter of Charge. If, upon investigation, it is determined that there are ongoing proceedings before any federal, state, provincial, or local tribunal that may impact upon the Ethics Committee’s processing of the complaint, the Ethics Committee may stay its own proceedings until resolution of such matters.
- 2.7.12. The Ethics Committee has the authority to send a complaint back to the complainant if it is not in proper form, with or without suggestions for change, and with the notification that if the complaint is not amended to correct deficiencies within 30 days, the Ethics Committee may dismiss all charges.
- 2.7.13. Letter of Charge
  - 2.7.13.1. The Letter of Charge shall include a clear and precise description of the acts that are claimed to constitute the alleged misconduct and shall set forth the provisions of the Code of Ethics and Standards of Professional Conduct that may have been violated. The Letter of Charge shall advise the respondent that a reply to a Letter of Charge should be directed to the Board of Directors by courier service and that a hearing on the charges contained in the letter will be arranged. The Letter of Charge shall contain notice that failure of the respondent to appear at the hearing may result in disciplinary action being taken against the respondent.
- 2.7.14. Hearings
  - 2.7.14.1. The hearing shall be held at a location determined by the Ethics Committee and upon approval of the president. The Ethics Committee may conduct scheduled hearings, or, by approval of the Ethics Committee, the chairperson may designate one or more members of the Ethics Committee to serve as hearing examiner(s) should such additional persons be deemed necessary to assist in the performance of administrative duties. When any Ethics Committee member feels unqualified to participate in a

particular hearing, the member may withdraw therefrom by giving written notice to the chairperson.

- 2.7.14.2. At least 30 days prior to the date set for a hearing, the chairperson of the Ethics Committee shall notify both the respondent and complainant of their right to have witnesses appear at the hearing and testify on their behalf. The letter shall also contain the names and business addresses of the Ethics Committee members and inform both parties of their right to object to participation by any Ethics Committee member in the hearing, as provided herein. Extensions in the date set for a hearing may be granted for up to 30 days at the discretion of the chairperson.
- 2.7.14.3. If any member of the Ethics Committee has been directly involved in matters relating to the complaint, the Ethics Committee chairperson shall disqualify that member from hearing the case. Within 10 days after receiving the notice of hearing, either party, for good cause shown, may file with the chairperson a request to disqualify an Ethics Committee member or members from hearing the case. The chairperson may consult with the member in question, at the chairperson's discretion, and shall rule on the request. If the chairperson has been directly involved in matters relating to the complaint, or if the chairperson's participation in hearing the case is challenged by a party, the president shall determine if the chairperson should be disqualified from hearing the case. If an Ethics Committee member or members are disqualified from hearing a case, the president shall appoint another qualified member or members to sit on the Ethics Committee for purposes of hearing that case.
- 2.7.14.4. At least 30 days prior to the date set for a hearing, the chairperson shall cause a written summons to be issued and mailed by courier service to IICA members and nonmembers, including the complainant, who may have relevant evidence to present, advising them of the time and place of the hearing and summoning them to appear and testify. The summons may also require that specified documentary evidence be produced for examination by the Ethics Committee either before or at the hearing. Failure of IICA members to comply with aforementioned summons without good cause shall result in ethics charges brought against them by the Ethics Committee. In addition, failure of the complainant without good cause to personally appear will result in the dismissal of the charges.
- 2.7.14.5. Reasonable expenses incurred by witnesses, other than the complainant and the respondent in attending hearings, may be reimbursed by IICA, within budgetary parameters established in 5.4 of these Procedural Rules.
- 2.7.14.6. After receiving notice of the hearing, neither the complainant nor the respondent, directly or through a representative, shall communicate with members of the Ethics Committee regarding the pending matter, except upon adequate notice to the other party and in circumstances allowing all parties to participate. Prior to the hearing, party communications with the Ethics Committee members should generally be made through the chairperson.

- 2.7.14.7. No party to an Ethics hearing shall be entitled to discovery as to the other party's case, except as otherwise provided herein or as the chairperson of the Ethics Committee may deem appropriate.
- 2.7.14.8. The chairperson may, but need not, require that both the complainant and the respondent provide documentary evidence to the Ethics Committee and to the other party prior to the hearing. The chairperson may rule out of order any documentary evidence not so provided.
- 2.7.14.9. The respondent and the complainant are required to appear at the hearing and be present during all stages of the hearing prior to final committee deliberations. An appearance at the hearing without objection by the respondent and the complainant shall constitute a waiver of any defect in the notice of that hearing. If the respondent fails to appear at the duly noticed hearing without showing good cause to the Ethics Committee at least five days before the scheduled hearing, the Ethics Committee may proceed with the hearing in the absence of the respondent and make its decision based on the available evidence.
- 2.7.14.10. Failure of the respondent or complainant to appear without a showing of good cause to the Ethics Committee may result in disciplinary action against the respondent or complainant under the Code of Ethics and Standards of Professional Conduct.
- 2.7.14.11. The chairperson of the Ethics Committee or the designated hearing examiner(s) shall arrange for transcribing or recording of the proceedings of the hearings.
- 2.7.14.12. The Ethics Committee shall not routinely hold any portion of a hearing by telephone but may do so if neither party objects and if a telephone hearing will allow a full and fair presentation and consideration of the case.
- 2.7.14.13. The chairperson shall preside at the hearing or designate one of the other members to preside. The chairperson or the Ethics Committee member presiding shall afford parties attending an ethics hearing the full opportunity to be heard, to offer testimony of witnesses, and to present documentary evidence relating to the issues involved in the hearing, subject, however, to the exclusion of evidence the chairperson or other presiding Ethics Committee member deems immaterial, irrelevant, or repetitious. In evidentiary matters, the Ethics Committee may consider the Rules of Evidence that are applicable in a court of law. However, the Ethics Committee shall not be bound by such Rules of Evidence, and may consider all evidence, which, in its opinion, fairness or justice requires to be considered.
- 2.7.14.14. The chairperson or other presiding member shall have full authority to control the procedures of the hearing and the conduct of parties and their representatives, including, but not limited to, the following powers:
- (1) To administer oaths and affirmations.
  - (2) To rule upon the admissibility of evidence.

- (3) To establish time limits for presentation of testimony and other evidence to the Ethics Committee and for making of arguments to the Ethics Committee.
  - (4) To exclude witnesses and other non-parties from the hearing when they are not giving testimony, and to exclude any person who becomes so disruptive or abusive that a full and fair hearing cannot be conducted.
  - (5) To consider and rule upon motions and procedural requests.
  - (6) To hold conferences for settlement or clarification of issues.
- 2.7.14.15. The Ethics Committee shall allow the complainant and the respondent to be accompanied by their legal counsel or other representatives at the hearing. IICA may have legal counsel present. Representatives may consult with and advise their clients and may examine and cross-examine principals and witnesses. However, representatives may not testify in place of their clients.
- 2.7.14.16. The hearing need not be continuous. The chairperson or other presiding Ethics Committee member may recess the hearing whenever, in his or her reasonable judgment, fairness or convenience so requires.
- 2.7.14.17. The following shall be the order of proceeding at all Ethics Committee hearings, subject to modification by the chairperson or other presiding Ethics Committee member for good cause:
- (1) Introduction of parties, committee members, and other participants.
  - (2) Reading of the Letter of Charge by the chairperson or other presiding Ethics Committee member unless reading is waived by both parties.
  - (3) Presentation, argument, and disposition of prehearing motions and procedural requests.
  - (4) Opening statements by the parties.
  - (5) Presentation of evidence.
  - (6) Closing statements by the parties.
- 2.7.14.18. The complainant shall have the burden of proof at all Ethics Committee hearings to establish, by the greater weight of evidence, that the respondent has violated the Code of Ethics and Standards of Professional Conduct.
- 2.7.14.19. If the complainant is the Ethics Committee, the complainant's role at the Ethics Committee hearing shall be assumed by one or more Ethics Committee members appointed by the chairperson.
- 2.7.14.20. The complainant and the respondent, in that order, shall be given an opportunity to make statements to the Ethics Committee or hearing examiner(s), directly or through their representatives, during the "opening statements" portion of the Ethics Committee hearing and to make further statements, directly or through their representatives, to the Ethics Committee during the "closing statements" portion of the hearing. Opening and closing statements may be used for the purpose of presenting arguments, as opposed to presenting evidence. No such argumentation

shall be allowed at any other time during the hearing, except with the permission of the chairperson or other presiding Ethics Committee member.

- 2.7.14.21. During the “presentation of evidence” portion of the Ethics Committee hearing, the complainant shall first introduce testimonial or documentary evidence to support those allegations of the Letter of Charge that have not been admitted by the respondent, provided, however, that no evidence shall be presented and no reference made as to any prior disciplinary action taken against or involving the respondent unless such prior disciplinary action involved the same substantive violation as is alleged in the pending matter. The complainant may testify and call witnesses (other than the respondent) to testify, either in narrative form or in response to questions from the complainant or his or her representative, provided that all such testimony shall be under oath administered by the chairperson or other presiding Ethics Committee member. The respondent or his or her representative may then cross-examine the complainant and each witness presented by the complainant after his or her testimony is presented. Ethics Committee members may also ask questions of such persons.
- 2.7.14.22. During the “presentation of evidence” portion of the hearing, and after the complainant’s case has been presented, the respondent may introduce testimonial or documentary evidence to rebut the allegations in the Letter of Charge and to support any affirmative defense raised by the respondent. The respondent may, but need not, testify and may call witnesses to testify, either in narrative form or in response to questions from the respondent or his or her representative, provided that all such testimony shall be under oath administered by the chairperson or other presiding Ethics Committee member. The complainant or his or her representative may then cross-examine the respondent (if the respondent has testified) and each witness presented by the respondent after his or her testimony is presented. The Ethics Committee members may also ask question of such persons.
- 2.7.14.23. The credibility of a witness may be questioned by any party, including the party calling the witness. If the chairperson or other presiding Ethics Committee member determines that a witness is hostile to the party calling said witness, the party may examine that witness as if the witness were under cross-examination.
- 2.7.14.24. Upon written request by a party, presented to the chairperson or other presiding Ethics Committee member at any time prior to the end of a hearing, the Ethics Committee or designated hearing examiner(s) shall make special findings upon any question(s) of fact and/or question(s) relating to application of the Code of Ethics and Standards of Professional Conduct, provided that no party shall be entitled to special findings on more than five such questions at any hearing.
- 2.7.14.25. After conclusion of a hearing, the Ethics Committee or designated hearing examiner(s) shall review the Letter of Charge, the respondent’s

reply, the complaint, the response, all materials submitted to the Ethics Committee along with the foregoing documents, and all evidence and testimony presented at the hearing. Within 30 days from the conclusion of the hearing, the Ethics Committee or designated hearing examiner(s) shall issue a decision to either (a) acquit, (b) reprimand, (c) suspend, or (d) expel, along with all special findings properly requested in accordance with these rules and procedures. The Ethics Committee's experience, technical competence, and specialized knowledge may be utilized in the evaluation of the evidence.

2.7.14.26. The chairperson of the Ethics Committee shall mail copies of the decision to the complainant and the respondent by courier service. The decision shall include notice that the complainant and respondent have 30 days from receipt of the decision to appeal the Ethics Committee's decision and that the transcript or recording of the hearing will be made available at cost to the complainant or respondent upon request. The decision shall also advise the respondent that the discipline, if any, will be imposed after the time for appeal has expired.

2.7.14.27. A copy of the decision shall be mailed to the secretary/treasurer.

2.7.14.28. If no appeal is received within 30 days, the decision of the Ethics Committee becomes final and effective on the day after the last day an appeal could have been properly filed.

2.7.15. Appeal to the Ad Hoc Ethics Appeal Committee

2.7.15.1. The president shall chair the Appeal Committee which shall consist of the members of the Board of Directors.

2.7.15.2. The appeal shall be in writing and transmitted to the secretary/treasurer. The appeal shall contain a succinct statement of the alleged error(s) and the reason(s) why the decision of the Ethics Committee is claimed to be incorrect. The secretary/treasurer will record the receipt of the appeal and shall transmit copies to each member of the Appeal Committee and the Ethics Committee.

2.7.15.3. If an appeal is requested, the discipline imposed shall be stayed until after the Appeal Committee issues its decision.

2.7.15.4. If any member or members of the Appeal Committee have a conflict of interest in matters relating to the complaint, the president shall disqualify them from hearing the appeal. If a member or members of the Appeal Committee are disqualified, the president shall appoint another qualified member or members to sit on the Appeal Committee for purposes of hearing the appeal.

2.7.15.5. The Appeal Committee shall meet as soon as is practical to hear the appeal. The president shall determine the location of the hearing. At least 30 days prior to the appeal hearing, the Appeal Committee shall cause notice to be issued by courier service informing the respondent and complainant of the time and place of the appeal hearing. The notice shall also inform the respondent and complainant that legal counsel may be present but that no witnesses may appear.

- 2.7.15.6. At the appeal hearing, the chairperson of the Ethics Committee, or his or her representative, shall present the recording or transcript of the case and all evidence and shall summarize the case. Any party or counsel may be heard to correct the summary. Any counsel for a party may present the Appeal Committee with reasons why the decision of the Ethics Committee should or should not be followed, but only new and additional relevant evidence which was not available at the time of the Ethics Committee's hearing or evidence of procedural error by the Ethics Committee may be presented. Evidence which was clearly available at the time of the original hearing is not eligible to be submitted as new evidence.
- 2.7.15.7. At the conclusion of its hearing, the Appeal Committee shall, in executive session, vote to affirm, reject, or modify the decision of the Ethics Committee and shall cause to be issued to the respondent and the complainant a notification of its decision within 30 days of the appeal hearing. The notice shall be sent by courier service. The members of the Ethics Committee and the secretary/treasurer shall be notified by regular mail. Any modification of the decision of the Ethics Committee shall comply with the disciplinary action outlined in section 2.10 of these procedural rules.
- 2.7.15.8. All actions of the Ethics Committee shall be reported to the Board of Directors by the chairperson of the Ethics Committee only after the expiration of the appeal period described in Section 2.7.13.26 and 2.7.13.28 for the filing of an appeal to the Appeal Committee.
- 2.7.16. Disciplinary Action
- 2.7.16.1. If there has been no appeal from the decision of the Ethics Committee, such disciplinary action shall commence within 31 days following the decision of the committee. If an appeal is affirmed or modified by the Appeal Committee the disciplinary action approved by the Appeal Committee shall commence from the date the member(s) to be disciplined is (are) properly notified by courier service of the final decision.
- 2.7.16.1.1. For purposes of these procedural rules, the words reprimand, suspend, and expel shall be interpreted as follows:

Reprimand - A personal letter shall be sent by the chairperson of the Ethics Committee to the respondent expressing disapproval of his or her conduct and explaining that the Ethics Committee will be monitoring the respondent's conduct for a period of not more than one year from the date of the issuance of the Ethics Committee's decision. If the respondent is found to have violated the IICA Code of Ethics during that period, he or she will be notified by the chairperson of the Ethics Committee. The respondent will retain all rights and privileges of membership during this period. This disciplinary action, including the respondent's name, shall be published in an IICA publication.

Suspend - The respondent shall be denied the right to vote, serve on committees, participate as an instructor or a speaker at IICA programs, or publicly represent the Institute in any manner for a period of not more than three years, beginning on the date of the Ethics Committee's decision. The respondent will retain all other rights and privileges of membership during this period. This disciplinary action, including the respondent's name, shall be published in an IICA publication.

Expel - The respondent shall have the rights and privileges of membership revoked beginning on the date of the Ethics Committee's decision. After a period of one year, the expelled member may reapply for membership to the Board of Directors. This disciplinary action, including the respondent's name, shall be published in an IICA publication.

2.7.16.2. All final decisions and disciplinary actions under these rules shall be public information.

2.7.17. General Provisions

2.7.17.1. Self-Executing Provisions for Membership Suspension and Expulsion

2.7.17.2. If any member of the Institute is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office which reflects on his or her professional or ethical conduct as set forth in the Code of Ethics and Standards of Professional Conduct, the secretary/treasurer shall direct a letter to be sent by courier service to the indicted person:

(1) Advising the member that he or she may wish to withdraw from IICA activities during the period of indictment for his or her own benefit and the good of the Institute.

(2) Advising the member that he or she has the right to request a hearing under the procedural rules and show why his or her membership should not be suspended.

(3) Advising the member that if he or she does not indicate his or her intention to withdraw from IICA activities, or request a hearing, within 30 days from the mailing of that letter, his or her membership shall automatically be suspended.

2.7.17.3. Automatic suspension shall take place as outlined above where neither a notice of intention to withdraw from IICA activities nor a request for a hearing has been received within 30 days. Where any member has been convicted of a felony or a crime of office which reflects on his or her professional or ethical conduct as outlined in the Code of Ethics and Standards of Professional Conduct, that member shall be automatically expelled from Institute membership.

2.7.17.4. Automatic expulsion shall take place if a member resigns while allegations of his or her misconduct are before the Ethics Committee. The expelled member's name shall be published in an IICA publication.

- 2.7.18. Reinstatement of Membership
  - 2.7.18.1. Whenever any member has been expelled from the Institute for violations of the Code of Ethics, or has resigned his or her membership while allegations of his or her misconduct were before the Ethics Committee, he or she may petition the Board of Directors for reinstatement of membership after one year. The Board of Directors shall refer all such petitions to the Ethics Committee for its report and recommendations.
- 2.7.19. Retention of Case File
  - 2.7.19.1. When the Ethics Committee or the Appeal Committee has declared any complaint proceedings ended, the secretary/treasurer shall be so informed and all evidence compiled in such a case/hearing shall be delivered to the secretary/treasurer who will cause such file to be sealed and safely stored for a period of five years, after which period the records shall be destroyed.
- 2.7.20. False Accusation
  - 2.7.20.1. Reporting an accusation that is false, or should have been known to be false, is strictly prohibited. Any member(s) making an allegation which is knowingly false and damaging to an individual's reputation will be subject to ethics charges brought against them by the Ethics Committee.
- 2.7.21. Responsibility to the Institute
  - 2.7.22. Each member, by joining the Institute or continuing membership in the organization, agrees that no complaint filed, or action taken under these procedural rules (with respect to a complaint), shall subject the complainant or any person responsible for carrying out duties under these procedural rules or the Code of Ethics to legal liability under the laws of libel and slander. Nor shall the member complained of institute libel or slander proceedings.

### **3. BOARD OF DIRECTORS**

- 3.1. Election
  - 3.1.1. Nominating Committee report to be filed with the Secretary/Treasurer no less than 14 days prior to the Annual Meeting.
  - 3.1.2. Nominations may be introduced from the floor at the Annual Meeting.
  - 3.1.3. Ballots shall be prepared in advance by the Secretary/Treasurer based upon the recommendation of the Nominating Committee. In addition to the candidates submitted by the Nominating Committee, the ballot shall contain designated space to allow members to write in the names(s) of candidates nominated from the floor during the meeting or for write-in candidates(s) for all positions listed on the ballot.
  - 3.1.4. Upon motion for nominations to cease, candidates may have equal time to address the membership as determined by the President.
  - 3.1.5. Ballots shall be provided to all eligible voting members present at the Annual meeting.
  - 3.1.6. The ballots shall be counted by at least two regular members of the Institute as appointed by the President at the annual meeting.

- 3.1.7. The winner(s) shall be determined by a simple majority of ballots cast for each position.
  - 3.1.8. In an election year where there are two Board of Directors to be elected, the Secretary/Treasurer shall prepare a ballot in compliance with Section 3.1.3 whereby the membership can vote for up to two separate individuals.
    - 3.1.8.1 The ballot will be considered a spoiled ballot if it is marked to cast two votes for the same candidate.
    - 3.1.8.2 The ballot will not be considered spoiled if less than two Board of Director candidate names are marked on the ballot.
    - 3.1.8.3 The two candidates receiving the most votes shall be declared the winners.
      - 3.1.8.3.1 It is acceptable to have a tie between the top two vote recipients, which would afford them the open positions.
      - 3.1.8.3.2 In the event of a tie between the second highest vote recipients, there shall be a runoff election between the individuals involved using the original ballot prepared by the Secretary/Treasurer.
      - 3.1.8.3.3 A ballot in the runoff election will be considered spoiled if any candidate's name is marked other than those candidates tied for the second highest vote recipients.
      - 3.1.8.3.4 The winner shall be determined by a simple majority.
  - 3.1.9. The results of the count shall be recorded and delivered to the President for announcement to the membership at the annual meeting.
  - 3.1.10. Upon a motion from the floor, the ballots shall be destroyed and discarded.
- 3.2. Vacancy
- 3.2.1. A Director vacancy in the membership of the Board of Directors caused by death, resignation, inability to act, or removal from office shall be filled in the following manner:
    - 3.2.1.1 The President shall appoint any regular member in good standing to fill said vacancy.
    - 3.2.1.2 The Board of Directors shall confirm or reject the President's appointment of the regular member to Director.
    - 3.2.1.3 In the case where the Board of Directors rejects the appointment by the President, the President shall appoint a different member for consideration by the Board of Directors.
    - 3.2.1.4 The term of the Director appointment will expire at the conclusion of the annual meeting.
  - 3.2.2. When a vacancy caused by death, resignation, inability to act, or removal of office occurs in the office of President, the Vice-President immediately assumes all the powers and duties of the President.
    - 3.2.2.1 The term of the succeeding President shall be for the remainder of the unexpired Presidential term.
  - 3.2.3. When a vacancy in the office of Vice-President is caused by death, resignation, inability to act, or removal from office, the position shall be filled in the following manner:

- 3.2.3.1 The President shall appoint any regular member in good standing to fill said vacancy.
- 3.2.3.2 The Board of Directors shall confirm or reject the President's appointment of the regular member to Vice-President.
- 3.2.3.3 In the case where the Board of Directors rejects the appointment by the President, the President shall appoint a different member for consideration by the Board of Directors.
- 3.2.3.4 The term of the succeeding Vice-President shall be for the remainder of the Vice-Presidential unexpired term.
- 3.2.4. Concurrent vacancies in the offices of President and Vice-President shall be filled by appointment of regular members in good standing by the Board of Directors to serve until the conclusion of the annual meeting, and not for the remainder of the unexpired terms.
- 3.2.5. No person appointed President by the Board of Directors shall succeed to the office of President or Vice President without being elected to that position by the membership at the annual conference.
- 3.2.6. When a vacancy in the office of Secretary/Treasurer is caused by death, resignation, inability to act, or removal from office, the position shall be filled in the following manner:
  - 3.2.6.1 The President shall appoint any regular member in good standing to fill said vacancy.
  - 3.2.6.2 The Board of Directors shall confirm or reject the President's appointment of the regular member to Secretary/Treasurer.
  - 3.2.6.3 In the case where the Board of Directors rejects the appointment by the President, the President shall appoint a different member for consideration by the Board of Directors.
  - 3.2.6.4 The term of the Secretary/Treasurer appointment will expire at the conclusion of the annual meeting.

#### **4. DUTIES OF THE OFFICERS**

##### **4.1. President:**

- 4.1.1. The president shall have a general charge and supervision of the affairs of the Institute, shall serve as chairperson of the Board of Directors and will perform other duties assigned by the Board of Directors.
- 4.1.2. The president may sign and execute all authorized instruments on behalf of the Institute.
- 4.1.3. The president, as chairperson, shall not be precluded from the right to vote on any matter to come before the Board.
- 4.1.4. The president shall appoint and direct standing committees when such committees are required to insure the proper functioning of the Institute except as may be otherwise provided in these Bylaws.
- 4.1.5. Committee members and chairpersons shall be designated by the president.

- 4.2. Vice-President:
  - 4.2.1. The vice-president shall exercise all the powers and duties of the president during the president's absence or inability to act.
  - 4.2.2. The vice-president shall perform such other duties as may be assigned by the Board of Directors.
- 4.3. Secretary/Treasurer:
  - 4.3.1. The secretary/treasurer shall attend and keep minutes of all meetings of Institute membership and meetings of Board of Directors and is also responsible for all financial records as described in the Procedural Rules Section 5 (Funds).
  - 4.3.2. The secretary/treasurer shall perform the duties of recertification monitor unless the president appoints a regular member to fulfill the duties of the position of recertification monitor.
    - 4.3.2.1. Duties of Recertification Monitor
      - 4.3.2.1.1. Maintain educational certification records for regular members and candidate members.
      - 4.3.2.1.2. Annually notify members of the status of their recertification requirements.
      - 4.3.2.1.3. Grading of the comprehensive examination.
  - 4.3.3. The secretary/treasurer shall perform such other duties as may be assigned by the Board of Directors.

## **5. FUNDS**

- 5.1. Creation
  - 5.1.1. A General Fund shall be created and maintained for the operation of the Institute.
  - 5.1.2. Special funds for specific purposes may be created by the action of the majority of the Board of Directors consistent with the Constitution and Bylaws of this organization.
    - 5.1.2.1. Such funds will be administered in the same manner as the General Fund.
- 5.2. Operation
  - 5.2.1. The secretary/treasurer shall record all income and disbursements in a generally accepted accounting format and shall produce detailed and summary reports for review and approval at Board of Directors meetings.
  - 5.2.2. The secretary/treasurer shall produce an annual report summarizing income and disbursements by category for review by the membership at the annual meeting.
- 5.3. Bonds
  - 5.3.1. The Institute shall obtain a surety bond for the position of secretary/treasurer in the amount of \$25,000.
  - 5.3.2. The cost of such bond shall be paid by the Institute.
  - 5.3.3. Any other bond deemed necessary by the Board of Directors shall be obtained and paid in the manner described in section 5.3.2.
- 5.4. Expense Reimbursement

- 5.4.1. It is the policy of the Institute to reimburse only actual expenses of persons who engage in authorized travel on its behalf, subject to the following guidelines and categorical maximums.
  - 5.4.1.1. Transportation – Mileage will be reimbursed based upon the standard rate per mile indicated in the United States General Services Administration Mileage Reimbursement Rates. Parking expenses will be reimbursable at actual cost with the submission of an expense reimbursement form and copies of actual receipts.
  - 5.4.1.2. Lodging - Reimbursement will be made for actual necessary expenses subject to prior approval by the Board of Directors. No personal charges such as personal telephone calls will be reimbursed, nor will incremental charges incurred by an additional occupant of a room.
  - 5.4.1.3. Meals and Miscellaneous - Actual necessary expenses are reimbursable up to the United States General Services Administration standard per diem rate for Iowa. Meal expenses shall be itemized and documented.
  - 5.4.1.4. Upon prior written approval by the Board of Directors, expense reimbursement for Meals and Miscellaneous may be regionally adjusted.
  - 5.4.1.5. Instructor Honorarium and Expenses - Honorariums shall be based upon the fee schedule indicated in IAAO Coordinator Handbook. Instructors may submit actual expenses for travel, lodging, meals, and miscellaneous expenses in accordance with procedural rules 5.4.1.1 through 5.4.1.4 with appropriate documentation.

## **6. ACTS**

- 6.1. An act of the Board of Directors, having received the expressed or implied sanction of the membership, shall be deemed to be an act of the Institute and cannot be impeached by any member or group of members.
- 6.2. The members of the Board of Directors, when acting in good faith in their official capacities as Officers of the Institute, shall not be held responsible by the Institute for any liability to any third person resulting from such acts.

## **7. COMMITTEES**

- 7.1. Standing Committees
  - 7.1.1. Audit Committee
    - 7.1.1.1. Shall meet annually with the secretary/treasurer to review the financial records of the Institute after the close of the fiscal year and prior to the annual meeting.
    - 7.1.1.2. Shall prepare a report of their findings and shall present the report at the annual meeting.
  - 7.1.2. Ways and Means Committee
    - 7.1.2.1. Shall meet annually to review and update organizational documents due to amendments to the Constitution or Bylaws.
    - 7.1.2.2. Shall meet annually to review and update organizational documents due to changes in Procedural Rules.
  - 7.1.3. Ethics Committee

- 7.1.3.1. Shall meet on the call of the chairperson or on a petition of the majority of the committee members.
- 7.1.3.2. Shall receive and investigate all complaints referred to the Institute concerning alleged violations of the Code of Ethics according to Procedural Rule 2.7 Violation of the Code of Ethics of the IICA.
- 7.1.3.3. Shall render advisory opinions relating to the interpretation and application of the Code of Ethics when requested.
- 7.1.3.4. Shall study and report to the Board of Directors concerning proposed amendments to or changes in the Code of Ethics.
- 7.1.3.5. The Ethics Committee shall consist of a chairperson and vice-chairperson and one other committee member, all of whom shall be Regular Members of IICA in good standing, none of whom shall be members of the Board of Directors.
- 7.1.3.6. The members shall be appointed by the president to serve a one-year term and shall at all times be eligible for reappointment, provided that the members are Regular Members of IICA in good standing and not already members of the Board of Directors
- 7.1.4. Nominating Committee
  - 7.1.4.1. The Nominating Committee shall meet not less than 60 days prior to the Annual Meeting.
  - 7.1.4.2. The Nominating Committee shall notify, by letter 30 days prior to meeting, all members of the IICA of the date, time, and place when the Nominating Committee will meet.
  - 7.1.4.3. The notice shall state what positions will become vacant and the term for each.
  - 7.1.4.4. Eligible members shall notify the Nominating Committee in writing of their intent to be considered as a candidate for office prior to or at the scheduled meeting of the Nominating Committee.
  - 7.1.4.5. The committee shall actively recruit candidates for all vacant positions if at least one candidate does not request to be considered.
  - 7.1.4.6. The Nominating Committee chairperson shall prepare an agenda for each meeting and copies shall be made available upon request.
  - 7.1.4.7. The Committee must have a simple majority present at meetings in order for their action or agenda items to be official.
  - 7.1.4.8. The Nominating Committee shall notify nominees not later than 14 working days after the meeting in which nominees are selected or approved.
  - 7.1.4.9. The committee shall file the final report with the secretary/treasurer no less than 14 days prior to the annual meeting.

## **8. MEETINGS**

- 8.1. All meetings shall be conducted according to Robert's Rules of Order.
- 8.2. Annual Meeting
  - 8.2.1. The annual meeting of the Institute shall be held between September 1 and November 1 each year.
  - 8.2.2. Notice of the time and location shall be determined by the Board of Directors.

- 8.2.3. The secretary/treasurer shall cause to be prepared annually a report of the activities, membership, and financial condition of the Institute to be presented at the annual meeting.
- 8.2.4. The secretary/treasurer shall notify all members of the Institute no less than 14 days prior to the annual meeting the date, time, location and proposed agenda of the annual meeting.
- 8.2.5. Annual meetings are open to all members of the Institute in good standing
- 8.3. Special Meetings
  - 8.3.1. The Board of Directors shall hold special meetings when called by the secretary/treasurer at the request of the president.
  - 8.3.2. The Board of Directors shall hold special meetings when called by the secretary/treasurer at the written request of three members of the Board of Directors.
  - 8.3.3. The Board of Directors shall hold special meetings when called by a petition signed by not less than 10% of the voting members of this Institute in good standing. Notification of members shall follow Procedural Rule 8.3.4.
  - 8.3.4. The secretary/treasurer shall notify all members of the Institute in good standing of the date, time, location, and proposed agenda of the special meeting no later than seven days prior to the Board of Directors meeting called as a result of Procedural Rule 8.3.3.
  - 8.3.5. The Board of Directors may meet in person for the purpose of reviewing applications for candidate membership and taking action to approve or deny individual applications as required in Procedural Rule 2.2.2. Alternatively, such review and approval/denial may be accomplished through electronic means.
  - 8.3.6. Special meetings are open to all members of the Institute.
- 8.4. Committee Meetings
  - 8.4.1. Committee meetings shall be held when called by the chairperson of the committee or the president.
  - 8.4.2. The chairperson shall notify committee members and the president of the date, time, location, and proposed agenda prior to meeting.
  - 8.4.3. Unless otherwise restricted in the Bylaws or Procedural Rules, all committee meetings are open to all members of the Institute.

## **9. AMENDMENTS**

- 9.1. Amendments to the Constitution may be proposed by one of the following:
  - 9.1.1. By resolution adopted by a vote of two-thirds of the entire Board of Directors.
  - 9.1.2. By petition presented at the annual meeting and signed by no less than 10% of the voting members in good standing of this Institute. Provided, however, that 30 days prior to such meeting, notice in writing of such proposed amendments is first given to the Board of Directors.
  - 9.1.3. Ratification
    - 9.1.3.1. Such amendments proposed by the Board, or by a majority of the Institute membership, shall become effective as an amendment to this constitution when approved by two-thirds vote of the regular members

present at the annual meeting, provided that members have been notified of the proposed changes by regular mail at least 30 days prior to the regular annual meeting.

9.1.3.2. The secretary/treasurer shall prepare ballots which include the wording of the proposed amendment for distribution at the annual meeting.

9.1.3.3. The president shall select three regular members in attendance at the annual meeting to serve as Election Monitors who will count the ballots and report the results to the president and secretary/treasurer.

9.1.3.4. The president shall announce the count for and against the amendment and shall declare the amendment ratified or rejected.

9.2. Amendments to the Bylaws may be proposed by one of the following:

9.2.1. By resolution adopted by a vote of two-thirds of the entire Board of Directors

9.2.2. By petition presented at the annual meeting and signed by no less than 10% of the voting members in good standing of this Institute. Provided, however, that 30 days prior to such meeting, notice in writing of such proposed amendments shall first be given to the Board of Directors.

9.3. Ratification of Amendments to Bylaws

9.3.1. Such proposed amendments shall become effective as an amendment to these Bylaws when the following items have taken place:

9.3.1.1. Regular members have been notified of the proposed changes at least 30 days prior to the annual meeting by regular mail or electronic communication methods.

9.3.1.2. Amendments are approved by two-thirds vote of the regular members present at the annual meeting.

9.3.1.3. The secretary/treasurer shall prepare ballots which include the wording of the proposed amendment for distribution at the annual meeting.

9.3.1.4. The president shall select three regular members in attendance at the annual meeting to serve as Election Monitors who will count the ballots and report the results to the president and secretary/treasurer.

9.3.1.5. The president shall announce the count for and against the amendment and shall declare the amendment ratified or rejected

9.4. Changes to the Procedural Rules

9.4.1. Changes may be proposed by any member of the Board of Directors, any committee, or any member of the Institute.

9.4.2. Changes to Procedural Rules shall be approved by simple majority of the Board of Directors and shall be effective immediately unless specified otherwise.

9.5. Suspension of Procedural Rules

9.5.1. Procedural rules may be suspended or waived by the affirmative vote of a simple majority of the Board of Directors on a valid motion to that effect. The procedural rule thus suspended or waived shall only be thus suspended or waived for the duration of that Board of Directors meeting or until the completion of the action which warranted the suspension or waiver.

## **10. MISCELLANEOUS PROVISIONS**

- 10.1. Dissolution - Upon dissolution of the Corporation, all assets will pass to some similar organization with its income exempt from taxation under the provisions of the Internal Revenue Code and being a Non-Profit Corporation.
- 10.2. Saving Clause - If any provision of the Procedural Rules is declared invalid or unconstitutional, all other provisions thereof shall remain in full force and effect until amended or repealed through appropriate action.
- 10.3. Political Activity - The Institute shall not engage in any political activity for or against any candidate for any public office. This clause does not prohibit the Institute from lobbying for or against legislation that is relevant to the assessment profession.