



IAAO

INTERNATIONAL ASSOCIATION
of **ASSESSING OFFICERS**

Valuing the World

Fellows Council Manual

(Revised December 2024)

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SECTION 1

Introduction

IMPORTANT – IAAO manuals are intended to provide information. Much of the content of this manual is based upon content in the IAAO bylaws and procedural rules. If there are discrepancies between this manual and the bylaws and procedural rules, those IAAO governing rules prevail.

The purpose of the IAAO Fellows title is to recognize individuals who have dedicated their careers to the development of our profession and have made exceptional contributions to IAAO and the assessment industry. The Fellows program is administered by the Fellows Council, who choose those who will be invested with this honor and be entitled to use the designation FIAAO.

SECTION 2

Timeline

January – Start call for nominations in *Assessing Info*

- Council elects council chair and vice chair
- Review and submit *Fair+Equitable (F&E)* Article for March *F&E*.

February – Fellows Council meets to review programs, procedures, and update, as necessary.

March – Send email blast to all members regarding nominations, send separate email to IAAO Representatives and Chapter and Affiliate leaders.

- March Issue of *Fair+Equitable* – Fellows Council article published
- Mid-March, Council will post a call for nominations in IAAO Connect

May 1 – Deadline for nominations

- IAAO staff processes nominations and forwards the Fellows submission forms to nominees

June 1 – IAAO staff forwards all nomination documents to Fellows Council members

- Fellows Council meets to determine new Fellows

July - Council notifies successful and unsuccessful nominees of the outcome of their nominations

- Conference – Newly invested Fellows are recognized
- Fellows are recognized in *Fair+Equitable*

November – Council meets to select Council members for the following year. Select individual to review and update as needed the article regarding the Fellows Program that will be published in March issue of *Fair+Equitable*

SECTION 3

Tasks and Procedures

A. FELLOWS COUNCIL GUIDANCE AND MANAGEMENT

The Fellows Council will be composed of six Fellows elected by the Fellows Council: two members elected in each year for staggered three-year terms. The council will designate one of the members to be chair and one of the members to be vice chair for the current year. No member shall serve on the Fellows Council for more than three consecutive years but may serve multiple terms. In case of vacancy, the remaining council members shall appoint a Fellow to fill the unexpired term.

The Fellows Council has full authority to rule on the qualifications and eligibility of any nominee, and the decision of the council is final. Unsuccessful nominees may be submitted for consideration in future years. All Fellows are subject to review at any time by the Fellows Council to determine and maintain eligibility. The executive director provides the necessary administrative support to the Fellows Council throughout the submission and selection process.

The Fellow title is valid only for IAAO members in good standing. It shall be written as “Name, FIAAO” (no periods). If IAAO membership lapses, the Fellow title may no longer be used. Following an interruption in membership, if membership is subsequently reinstated, title status may be reinstated by a majority vote of the Fellows Council. The Fellows Council is not obligated to bestow a Fellow or certain number of Fellows in any given year. The council will consider the nominees entire body of work in their evaluation.

The decision of the Fellows Council is final and cannot be appealed to the board of directors.

B. ELIGIBILITY

To be eligible to be considered for investment as a Fellow, a nominee must:

- Have a minimum of 10 years of IAAO membership;
- Have a minimum of 15 years of experience in the assessment profession;
- Be an IAAO member in good standing;
- Have not been convicted of illegal activity or dismissed by an employer for illegal or unethical activity. If any Fellows Council member has substantiated knowledge of illegal or unethical behavior on the part of a nominee, such information shall be communicated to the Fellows Council Chair for deliberation by the Fellows Council.

C. CRITERIA

Fellows must have made exceptional contributions to the profession. Examples of activities that may be considered are:

- Made contributions toward the advancement of educational programs and processes;
- Written articles for IAAO or other industry periodicals, white papers, pamphlets, magazines, books, etc.;
- Served as mentors in the industry;
- Served in leadership positions at the global, national, regional, state, chapter, or Association levels;
- Promoted the IAAO vision and mission;
- Conducted relevant research in the assessment field

D. REMOVAL OF FELLOW STATUS

- Cease to be an IAAO member;
- If the Ethics Committee, after its completed hearing and appeal process, has found that a Fellow is guilty of an ethics violation and recommends reprimand, suspension, or expulsion.

E. NOMINATIONS

Council members are prohibited from making nominations or providing endorsements or testimonials for nominees. All other members may make nominations during the awards nomination period. Nominators must submit a brief explanation as to why they feel the nominee meets the requirements to become a fellow.

Nominees complete an online curriculum vitae and submit required attachments, including:

- Name, address, telephone number, and e-mail address
- IAAO member number and years of membership
- Education history
- Work history, describing in detail the nominee's experience and level of responsibility within the assessment industry; and
- A summary, with evidence and specific examples of:
 - Significant contributions made to the assessment industry beyond IAAO, and how the contributions made a difference (500-word limit);
 - Significant contributions made to IAAO (250-word limit) with specific examples of global, national, state, regional, chapter, and association leadership in the assessment industry; and
 - Significant contributions by the nominee as a mentor to an individual in their professional development (250-word limit) if applicable.

Nominees may submit a letter of endorsement from a chapter, region, state, national, or global association signed by a current or past officer, attesting to significant contributions to the assessment profession. In addition, testimonial letters from assessment professionals may be submitted. Letters should substantiate the significant contributions (i.e., to the profession, to IAAO, and/or to individuals), providing specific examples of the applicant's abilities and accomplishments. No testimonial letter may be longer than one page, and no more than five

testimonial letters will be considered. Note: All letters should be dated, signed and sent to the Fellows Council at IAAO headquarters.

The evaluation and selection process shall be kept in complete confidence. A confidential evaluation form may be used to evaluate nominees, once the selection process is completed the forms will be destroyed. The council chair may convene teleconferences so that council members may discuss submissions and assist each other in interpreting and understanding information. When the council has finalized its evaluations, a member of the council will notify each successful nominee, followed by an official notification letter of congratulations. Successful nominees will be announced in Fair+ Equitable and be recognized at the annual conference.

The council will also notify each of the unsuccessful nominees, followed by an official notification letter. Nominees who are not awarded the Fellows title may be nominated and considered again in subsequent years.

F. CONFIDENTIALITY

The evaluation and selection process shall not be discussed or disclosed except to members of the Fellows Council and IAAO staff. A confidential evaluation form may be used to evaluate nominees. Once the selection process is completed, the forms will be destroyed.

The Nomination Form, excluding the nominator name, will only be shared with members of the Fellows Council, IAAO staff, and the nominee upon request. Testimonial letters will only be shared with members of the Fellows Council and IAAO staff.

G. SUBMISSIONS PROCESSING BY IAAO HEADQUARTERS

The IAAO Executive Director or designee will provide all necessary administrative support to the Fellows Council throughout the submission and selection process, including:

- Screening applications for completeness and qualification;
- Returning incomplete submittals to nominees;
- Forwarding submissions to the Fellows Council;
- Having certificates and pins prepared;
- Recording Fellows information in the member database;
- Maintaining confidentiality of all information.

ABOUT IAAO

The International Association of Assessing Officers, formerly the National Association of Assessing Officers, was founded for the purpose of establishing standards for assessment personnel. IAAO is a professional membership organization of government assessment officials and others interested in the administration of the property tax. Over the years IAAO members have developed assessment practice and administration standards and many of these standards have been adopted by state and international oversight agencies, and some have been incorporated into legislation.

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.