Proposed Amendments

Allow Subscribing members to vote on all association business.
The objective here is to engage subscribing members and encourage subscribing membership. Subscribing members possess a vast amount of knowledge and share many common concerns of property tax professionals. The object is to give them an active role in the Association. The changes do not change the make-up of the Executive Board. The subscribing advisory position is still appointed by the President but would now give that individual a vote on the Board. Also, the proposed amendment prohibits a subscribing member from holding any other elected position on the Board.

- Article III: Section 1 – Remove the word “Regular”
- Article IV: Section 9 – Remove the word “nonvoting”
- Article VI: Section 1 – Remove the word “Regular”
- Article VI: Section 3 – Remove the word “Regular”
- Article VII: Section 4 – Remove the word “Regular”
- Article VII: and Section 5 – Add the word “Subscribing”
- Article VII: Section 3 – Add the sentence “Subscribing members cannot hold an elected position on the Board of Directors.”
- Article X: Section 5 – Remove the word “Regular”
- Article XI: Section 1 – Remove the word “Regular”
- Article XI: Section 2 – Remove the word “Regular”
- Article XII: – Remove the word “Regular”

Establish a student membership class
The objective here is to increase membership in the association as well as encourage and help new people to enter the property tax profession. This membership status would be a nonvoting position and at a reduced membership fee established by the Board of Directors. The membership would also provide an electronic copy of the associations magazine and make scholarship available to the individuals.

- Article VII: Section 1 - Add the Word “Student”
- Article VIII: Section 2 – Add the word “student”
- Article VIII: – Renumber Section 6 to section 7
- Article VIII: – Add Section 6, Describes “Student Membership”

Establish Quarterly Board of Directors meetings and allow non-quarterly meetings to be held via video conferencing.
Considering recent stay at home orders, the Board has been meeting via video conferencing. This amendment would allow ongoing video meetings of the Board but require that at least four quarterly meetings be held with a physical presence. Board members must be visually present to establish a quorum as well as vote on any issue before the Board. This amendment does not alter the ability of a member to attend a physical meeting via video pursuant to Article X, Section 5.

- Article X: Section 1 – Add language to allow the Board of Director to hold their monthly meetings by video conference and require video participation by a majority of Directors to establish a quorum The amendment also requires at least four quarterly meetings requiring a majority of Directors to be physically present to establish a quorum.
- Article X: Section 5 – Add the word “quarterly”

Amend the nominating process and establish electronic voting of elected positions of Officers and Directors
Currently nominations are made by the Nominating Committee which establishes a slate of officers typically consisting of only one candidate per open position. This amendment would more clearly define the role of the Nominating Committee from establishing the slate of officers to vetting all interested candidates and eliminate the petition process making it easier for potential candidates to step forward. Any individuals meeting the eligibility requirements for
holding office would appear on the election ballot. The hope is that this would encourage more individuals to step forward and serve on the Board.

Also, currently only those members present at the Annual Meeting can participate in the election process. This amendment would amend the election process from the Annual Meeting to a secret electronic balloting wherein all members can participate in the election process.

- Article IV: Section 10a and Section 10d – Amend language regarding a Board member’s change in office eligibility from the “Annual Meeting” to the “next election”. Also amend language in regard filling positions of directors no longer eligible to serve their position from “Annual Meeting” to “next election”.
- Article VI: Section 1 – Amend language that the Nominating Committee’s slate of officers be published “30 days prior to the Annual Meeting” to the “August issue of The Michigan Assessor”. This section is also amended to eliminate the requirement of nominees to submit petitions.
- Article VI: Section 2 – Sets June 30 as the deadline for submitting nominations on a form prescribed by the Board of Directors containing, at a minimum, all of eligibility requirements for holding office set forth in Article IV. This amendment also requires that the nominating Committee shall give notice to any nominee whose nomination was rejected and the reason for rejection.
- Article VI: Section 3 – amends this section to establish electronic voting and duration of the voting period

**Miscellaneous/General Language Clean-up**

**President appointed Ex-Officio of all committees**

Article V, Section 3 establishes the President as a nonvoting ex-officio member of all committees. However, by virtue of being ex-officio, that person has all rights on the committee to discuss, debate and vote. To state that the position is non-voting would appear to be contradictory if not unnecessary. Establishing an ex-officio position that is non-voting serves no purpose. The President, by virtue of his/her position can sit in on any committee meeting.

- Article V: Section 3 – Remove the words “nonvoting member”
Michigan Assessor Association  
Constitution and Bylaws

Article I: Name  
The name of this organization shall be the Michigan Assessors Association (hereafter "this Association").

Article II: Purpose  
The purpose of this Association shall be the improvement of assessment administration. This purpose shall be advanced through the collection, analysis and distribution of information; by conducting meetings, educational schools and short courses; by periodic publication of an official magazine, bulletins and/or reports; by monitoring pertinent legislation; by promoting the betterment of state and local government and civic consciousness among the citizens of Michigan; and by rendering such special and general services as necessary.

Article III: Officers  
Section 1. The elected officers of this Association shall be President, Vice-President, Treasurer, and Secretary, and such other officers as may be authorized by the regular membership.

Section 2. The term of the office of President, Vice-President, Treasurer, and Secretary shall be one year ending December 31 or until a successor is elected.

Section 3. In the event of a vacancy in the office of President, the Vice-President shall immediately assume the office of President for the remainder of the unexpired term. If the Vice-President is unable or unwilling to assume the office of President, the position shall be filled by a vote of the Board of Directors. Only persons having previously served as President of this Association shall be considered to fill this vacancy.

Article IV: Board of Directors  
Section 1. The Board of Directors shall consist of the elected officers of this Association, the Immediate Past President, eight (8) elected District Representatives representing the three (3) districts of the State of Michigan, one (1) representative of the Michigan Townships Association (MTA) and one (1) representative of the Michigan Association of Equalization Directors (MAED).

Section 2. The duties and responsibilities of the Board of Directors are:

A. President - responsible for leading this Association during his or her term of office. This leadership should be consistent with the Bylaws, Policy and Procedures and goals of this Association. The President shall preside at all meetings of the Executive Board and this Association's annual meeting, represent this Association at affiliate, and other professional organization meetings as requested and appoint the Chairpersons and members to all standing and ad hoc committees. The President shall annually report to the membership on the status of this Association.

B. Vice President - responsible to exercise all the powers and duties of the President during the President's absence or inability to act. During the term of office, the Vice-President should become familiar with all aspects of planning, budgeting, management of this Association and serve as the Chairperson of the Finance Committee and oversee the preparation of an annual budget for the ensuing fiscal year.

C. Treasurer - shall serve as the Chief Financial Officer of this Association and pay all obligations and expenses of this Association as approved by the Board of Directors, secure and invest all funds of this Association, prepare, maintain and submit monthly financial reports to the Board of Directors and assist this Association's auditors with the preparation of the annual year-end audit.
D. Secretary - shall serve as the Chief Clerk of this Association, retain all official documents and contracts, prepare a monthly business agenda and compile and distribute all meeting material and documents in support of each agenda to this Association’s Executive Board. The Secretary shall also serve as the recording secretary at all meetings of the Executive Board and this Association’s annual meeting.

E. Past President - shall serve in an advisory capacity lending his or her experience and insight to the Executive Board to help ensure continuity and smooth transition of the new Executive Board.

F. District Representatives - shall promote the goals of this Association and encourage individuals within the geographic boundaries of their district to join this Association. They shall keep the Executive Board aware of the needs, wishes and activities the members of their districts and represent the interests of the members within their district on all business before this Association. District Representative shall also participate in committee assignments.

G. Advisory Subscribing Member - shall represent this Association’s subscribing membership, advise, and provide insight and commentary from the private sector on all business before the Association. The Subscribing Member shall also encourage Subscriber memberships and promote the goals this Association.

Section 3. The immediate out-going President shall automatically serve a one-year term as Immediate Past President. In the event the Immediate Past President is unable to complete the one-year term, said vacancy shall be filled by vote of the Board of Directors. Only persons having previously served as President of this Association shall be considered eligible to fill this vacancy.

Section 4. A District Representative shall be employed within the district from which elected. A vacancy occurring during a District Representative's elected term of office shall be filled with a qualified representative from the district incurring the vacancy. The three (3) districts of the State of Michigan shall be defined and allocated as follows:

District I - Alger, Arenac, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon and Schoolcraft Counties in the Upper Peninsula; and Alcona, Alpena, Antrim, Bay, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Midland, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Presque Isle, Roscommon and Wexford Counties in the Lower Peninsula; Two (2) District Representatives.

District II - Allegan, Barry, Berrien, Branch, Calhoun, Cass, Clinton, Eaton, Gratiot, Hillsdale, Huron, Ingham, Ionia, Jackson, Kalamazoo, Kent, Lapeer, Lenawee, Livingston, Montcalm, Muskegon, Ottawa, Saginaw, Sanilac, Shiawassee, St. Clair, St. Joseph, Tuscola and Van Buren Counties; Three (3) District Representatives.

District III - Genesee, Oakland, Macomb, Washtenaw, Wayne, and Monroe Counties; Three (3) District Representatives.

Section 5. The term of the office of District Representative shall be three years ending December 31 or until a successor is elected. In any given year, no more than one Representative from each district shall reach the end of their term. The expiration year is to be set by the nominating committee.

Section 6. Each member of the Board of Directors enumerated in Article IV, Section 1 shall be a regular member of this Association, have at least one (1) year experience in assessment administration, hold a current State Tax Commission (STC) certification and comply with Article VII, Section 2 of this Constitution and Bylaws.
Section 7. The State Tax Commission (STC), Michigan Tax Tribunal (MTT) and Local Government Services Bureau of the Department of Treasury may designate one representative from their respective agency to be a nonvoting member of this Association's Board of Directors.

Section 8. Vacancies occurring during any elected term of office, except as provided for in Article III, Section 3, shall be filled by a vote of the Board of Directors.

Section 9. The President of this Association may, with the approval of the Board of Directors, appoint to the Board of Directors one (1) nonvoting position to be known as Advisory Subscribing Member. The term of this position shall run concurrent with the term of the President or until a successor is appointed. The Subscribing Advisory Member shall be a subscribing member of this Association and comply with Article VII, Section 3 of this Constitution and Bylaws.

Section 10. The Board of Directors shall establish a written policy and procedure manual and shall annually review and adopt the policies and procedures of the Board of Directors.

A. In the event a District Representative changes employment within the field of Assessment Administration, and is no longer employed within the boundaries of the district to which he/she was elected, the District Representative may continue to serve in the capacity of their elected office until the next Annual Meeting election of officers of this Association. At the Annual Meeting, a new District Representative shall be elected by the membership as set forth in Article VI, Section 3. District Representatives elected to fill this unexpired term shall assume office immediately following the Annual Meeting election at which they are elected.

B. Should an Officer or a District Representative leave their current job, that Board Member may continue to serve in the capacity of their elected office unless they are not re-employed in an assessing related position within 90 days (defined as 90 days following their last day in the office of their former employment). If the Board Member does not gain such employment with 90 days, he/she shall submit his/her resignation to the President.

C. If a Board Member's employment is terminated due to malfeasance, incompetence, an ethics related event, a crime, or a violation of the signed Code of Conduct, the Board reserves the right to remove that member by majority vote.

D. In the event of a retirement or resignation, the vacant position shall be filled by a vote of the Board of Directors until the next Annual Meeting election of this Association as described in Article IV, Section 9.A.

Article V: Committees

Section 1. The President shall appoint, with the approval of the Board of Directors, such committees as may be deemed necessary for the proper conduct of the work of this Association.

Section 2. Committee appointments shall expire with the term of the elected officers, unless otherwise specified in this Association's policies and procedures manual.

Section 3. The President shall serve as ex-officio, nonvoting member of all Association committees. If a committee lacks a quorum, the President, if in attendance, shall then be counted as a quorum member and is authorized voting status.

Section 4. All Committees shall conduct their business in accordance with this Association's adopted policies and procedures manual.

Section 5. No member of this Association shall encumber funds of this Association or enter into contract on behalf of this Association without the express written authorization of the Board of Directors.
Article VI: Nomination and Elections

Section 1. Except as provided for in Article IV, Section 8, nominations for elected officers and District Representatives shall be made by this Association's Nominating Committee consisting of the President serving as Chair, Immediate Past President, the MAED representative, the MTA representative and one City Assessor who shall be appointed by the President. Recommendations of the Nominating Committee shall be received by the Board of Directors and published in the August issue of this Association's official publication. not less than sixty (60) days prior to the Annual Meeting. All other nominations shall be received by the Board of Directors not less than thirty (30) days prior to the Annual Meeting on a petition having the verified signatures of not less than twenty (20) regular members as defined in Article VII, Section 2.

Section 2. Any regular member of this association may seek an elective position on the Board of Directors. Individuals seeking elective office shall complete and file a request for nomination with the Nominating Committee on a form prescribed by the Board of Directors no later than June 30 in the year of the election. All nominees for officers and District Representatives must meet all the eligibility requirements enumerated in Article IV, Section 6. The Nominating Committee shall review all nomination requests and verify that the individual meets all the eligibility requirements enumerated in Article IV. Any nominee rejected by the Nominating Committee shall receive, in writing, the reason for the rejection of their nomination no later than the second (2nd) Monday in July. All individuals meeting the eligibility requirements established in Article VI, Section 6, shall have their name placed on the ballot for the next occurring election of officers.

Section 3. At each Annual Meeting, the regular members in attendance. The voting members of this Association shall elect, by secret electronic ballot, the Officers, and appropriate District Representatives, as enumerated in Articles III and Article IV. Voting shall commence on the first (1st) Monday in September at 12:00 AM and continue for 19 days, ending at 12:00 AM on the third (3rd) Saturday in September. Any candidate receiving a majority of votes cast for any position shall be declared elected. All elected candidates shall take office January 1 of the year succeeding the election.

Section 4. In the event of a tie vote, the new Board Member will be determined by a secret ballot of the Board of Directors.

Article VII: Membership

Section 1. Membership classes in this Association are regular, subscribing, honorary, and life and student.

Section 2. A regular member is defined as an individual directly employed by a department, commission, board, bureau or agency of state, county, city, township or village government or directly employed by the Michigan Townships Association (MTA), Michigan Municipal League (MML) or Michigan Association of Counties (MAC), and has duties directly concerned with assessment administration in the State of Michigan, and whose dues in this Association are current.

Section 3. A subscribing member is defined as an individual ineligible for regular membership but is interested in the goals and objectives of this Association, and whose dues in this Association are current. Subscribing members cannot hold elected office of this Association.

Section 4. An honorary member shall be proposed to the Board of Directors in writing by at least two (2) regular members. Upon affirmative recommendation of the Board of Directors, the regular members present at the Annual Meeting shall vote upon the proposed honorary membership.

Section 5. A life member is defined as a regular or subscribing member who retired from active service in assessment administration. An active member, following retirement, may petition the Board of Directors in writing for life membership status. The Board of Directors may also grant life membership status upon its own initiative. The Membership Committee shall annually review all life memberships for continued eligibility and report their findings to
the Board of Directors. Life membership may be rescinded if a life member is re-employed in assessment administration or a related field.

Section 6. A student member is defined as a person currently enrolled full time in any educational institution or is actively enrolled in a certification program designed to prepare the individual for certification as a Michigan Certified Assessment Technician (MCAT) or Michigan Certifies Assessing Officer (MCAO). The student member candidate shall petition the membership committee in writing for student membership status by submitting a paid membership application with documentation attesting to enrollment in and educational institution or certification program. Upon review and approval by the membership committee, student membership status may be granted. Each student shall apply annually to the Membership Committee for student membership. Student members shall pay dues annually as prescribed in Article VIII, Section 2. All student memberships are nonvoting, electronic memberships.

Section 6. In the event of a dispute, eligibility in any membership class shall be determined by the Board of Directors upon written request from the membership committee or individual seeking review of a membership classification.

Article VIII: Fiscal Year and Dues
Section 1. This Association's fiscal year shall be from January 1 through December 31.

Section 2. Annual dues for regular, subscribing and life and student members shall be determined annually by the Board of Directors. A proposed amendment of the annual dues shall be published in this Association's official publication not less than thirty (30) days before the adoption of the amendment. Any change in membership dues shall not become effective until the next fiscal year following the adoption of the amendment.

Section 3. Honorary members shall not pay dues.

Section 4. Any member whose dues are delinquent 30 days after their membership expiration date shall be automatically suspended from active membership and deleted from the official magazine mailing list. The Association shall invoice all membership dues not later than December 1st each year. The Association shall send a follow-up invoice to delinquent members not later than January 31st in the year of delinquency.

Section 5. The Board of Directors shall retain the services of a Certified Public Accountant to annually review the financial records of this Association. Beginning with the year 2001, and every third year after that, said review shall include a complete audit and testing of the financial records of this Association. The Board of Directors shall, within sixty (60) days of its completion, publish the results of the annual review or audit in this Association's official publication.

Article IX: Budget
Section 1. The Board of Directors' approval shall be required for the adoption of an annual budget, expenditures not authorized by the annual budget, salaries, and all contracts with this Association.

Article X: Meetings
Section 1. The Board of Directors shall meet each month of the year, except for the month of March, at such time and place as determined each year by the Board of Directors. At least four quarterly meetings shall require a physical attendance to establish a quorum. All other non-quarterly meetings may be held by video conferencing. All video conferences require a majority of Board members to be visually present to establish a quorum and to vote on any issue before the Board. This Association’s Annual Meeting shall be held in Michigan at such time and place as determined each year by the Board of Directors. The Annual Meeting may be held in conjunction with one of the required four quarterly meetings.
Section 2. Notice of the Annual Meeting shall be published in this Association's official publication not less than thirty (30) days prior to such meeting.

Section 3. Special meetings of this Association may be called by providing written notice to each member at least five (5) days in advance of the proposed special meeting by means of first class or electronic mail. Such notice shall state the purpose or purposes for which the meeting is called. No other business may be transacted at this meeting other than that which is stated in the notice.

Section 4. Special meetings of the Board of Directors may be called by the President or any two (2) members of the Board of Directors. A written notice of such special meeting shall be provided to each member of the Board of Directors by first class and/or electronic mail not less than five (5) days in advance of the meeting. Such notice shall state the purpose or purposes for which the meeting is called. No other business may be transacted at the meeting other than that which is stated in the notice. Any meeting at which all members of the Board of Directors are present shall be a legal special meeting for all purposes of this Association without written notice.

Section 5. All Board of Directors quarterly meetings, except the annual meeting, shall require a majority of its members to be physically present for a quorum. A Board member may participate in a regularly scheduled or special meeting and cast a vote on any question using video conferencing. Committees may conduct their meetings and its members may cast a vote on any question by video or telephonic conferencing or through the exchange of emails. Committee members participating in any meeting by either conferencing method or email exchange shall be counted as being present in establishing a quorum. Procedures and guidelines for conducting video conferencing shall be established within the Association's Policy and Procedures Manual. Those regular members present at the Annual Meeting shall constitute a quorum. A member of the Board or a Committee shall notify the Chairperson if said Director or committee member cannot attend a meeting. If notice is not given, the Director or committee member will be considered unexcused from the meeting. If a Director or committee member is considered unexcused for three (3) meetings, the Board of Directors may declare that position vacant and remove said Director or committee member from office. Vacancies occurring as a result of unexcused absences shall be filled as set forth in Article IV Sec 8.

Section 6. All meetings of this Association shall be conducted in accordance with Robert's Rules of Order, current edition.

Section 7. No member of this Association shall vote on a question in which he or she has a direct personal or pecuniary interest not common to other members of this Association. This section shall not apply to members voting for himself or herself for an office or other position to which members are generally eligible.

Article XI: Affiliate Organizations

Section 1. This Association, upon vote of the regular members present at an Annual Meeting, may become affiliated with other organizations of like intent and purpose.

Section 2. This Association, upon vote of the regular members present at the Annual Meeting, may grant affiliate status to other associations or organizations organized for the purpose of improving assessment administration in the State of Michigan.

Section 3. Any association or organization obtaining affiliate status with this Association shall not be permitted a Board of Directors seat or voting status except as provided for in Article IV of this Constitution and Bylaws.

Article XII: Amendments
This Association’s Constitution and Bylaws may be amended at the Annual Meeting of this Association by a two-thirds vote of the regular members present, provided that the proposed amendments shall have been published in this Association’s official publication not less than thirty (30) days prior to such Annual Meeting.

**Article XIII: Article of Dissolution**
The Michigan Assessors Association shall use its funds only to accomplish the purposes specified in these Bylaws and no part of said funds shall inure, or be distributed, to the members of the Michigan Assessors Association. Upon voluntary or involuntary dissolution, all of the organization’s assets, real and personal, remaining after payment of all of its obligations as provided by law, shall be distributed to the local unit of government in which the Association’s principal mailing address is located.

**Amended**
- September 25, 1958
- September 15, 1961
- December 10, 1963
- October 26, 1964
- November 13, 1970
- December 6, 1972
- August 4, 1974
- July 21, 1982
- August 22, 1983
- August 14, 1984
- August 12, 1986
- August 2, 1988
- August 8, 1989
- July 28, 1992
- August 9, 1994
- August 12, 1997
- August 2, 1999
- August 14, 2000
- August 13, 2001
- August 7, 2005
- August 6, 2012
- August 16, 2016
- August 1, 2017
- August 13, 2018