ASA Constitution

ARTICLE XII—Elected Officers and Governors

SECTION 1—The officers of the Society shall be as prescribed in the bylaws, but shall include, at minimum, the international president, international senior vice president (president-elect), and international secretary/treasurer.

SECTION 2—The officers of the Society shall be elected by the voting membership and shall take office when they have been duly elected and qualified.

ASA Bylaws and Administrative Rules

Bylaw IV Membership

Section 8. Voting Rights. Accredited Members, Accredited Senior Appraisers, Fellows and Life Members, or reciprocal equivalent thereof, shall have full voting privileges on all matters coming before the Society. Candidates shall vote only in all international, discipline and chapter officer elections and on matters of regional, national and international concern. Candidates shall not vote for any changes to valuation standards, advancement requirements or changes to these Bylaws, the Constitution and the Administrative Rules.

Bylaw V Government and Board of Governors

Section 5. Election and Removal of Region Governors. Region Governors shall be elected pursuant to election procedures established by the Board of Governors. A Governor may be removed from office, with cause, by an affirmative vote of two-thirds (2/3) of the entire Board of Governors.

Section 6. Election and Removal of Discipline Governors. Discipline Governors shall be elected pursuant to election procedures established by the Board of Governors. Discipline Governors may be removed from office, with cause, by an affirmative vote of two-thirds (2/3) of the entire Board of Governors.

Bylaw VI International Officers

Section 2. Election and Term. The members shall elect a President, Vice-President, Treasurer, and Secretary, pursuant to election procedures adopted by the Board of Governors. The International Officers shall serve a term of one (1) year. The President
shall not serve more than one (1) term consecutively, except when a vacancy in the office of President is filled by the Vice-President, in which case the Vice-President shall serve both the unexpired term of the President and the remaining term of the Vice-President. The Secretary and the Treasurer shall serve for a term of one (1) year and shall be eligible for election to one (1) additional one (1) year term. The offices of Secretary and Treasurer may be combined and held by one person for a term of one year. The Immediate Past President shall serve a term of one (1) year.

**ADMINISTRATIVE RULE IX—Elected Officers and Governors**

**SECTION 1—Term of Office**

A. International officers shall each hold office for one (1) year and may not succeed themselves except at the invitation of the Board of Governors; in no event shall any international officer serve for more than two (2) consecutive years in the same office.

B. Governors shall hold office for four (4) years. In no event shall any Governor succeed him/herself, either by election or by appointment.

C. In the event that a preponderance of Governors’ terms expire at the end of the same fiscal year, the President may direct Region(s) or Discipline(s) to elect a Governor for a one (1) year term.

D. The terms of the newly elected international officers and governors shall begin and conclude with the administrative year of the Society.

E. International officers may hold no other elected office in the Society during their term in office.

F. Governors may hold no other elected office in the Society during their term in office, but may serve the Society as an elected member of a discipline committee.

**SECTION 2—Nominee Qualifications**

A. A nominee for international officer or governor shall be a designated member with an Accredited Senior Appraiser (ASA) grade of membership, or reciprocal equivalent thereof, or higher.

B. International officers, Board of Governors, and officers and members of all international, standing, special and other committees and task forces shall sign a conflict of interest statement before accepting nomination and/or appointment to any office and before assuming an office; and

C. Other nominee qualifications for international officer and governor are provided in these Administrative Rules.

**SECTION 3—Elections**
A. Each international officer, regional governor, or discipline governor shall be elected at least thirty (30) days prior to the beginning of the fiscal year in which his/her term starts.

B. Other procedures for the election of international officers and governors are provided in these Administrative Rules.

**ADMINISTRATIVE RULE X—International Officers**

**SECTION 2—Duties of the Vice President**

B. Provided he/she is eligible and available, the Vice President shall automatically become the nominee for the office of President for the year following his/her term as Vice President.

**SECTION 3—Duties of the Secretary/Treasurer**

C. Provided he/she is eligible and available, the Secretary/Treasurer shall automatically become the nominee for the office of Vice President for the year following his/her term as Secretary/Treasurer.

**ADMINISTRATIVE RULE XII—Elections**

**SECTION 1—Nominating and Awards Committee**

A. Upon the appointment of the members of the Nominating and Awards Committee, International Headquarters (HQ) shall inform the Society of the composition of this committee and the right of members to recommend to this committee the names of individuals for consideration as Honorary Members, members as recipients of a Lifetime Achievement Award, candidates for International Officers, and nominees for the position of Trustee to the Appraisal Foundation.

B. The procedures for the nomination of candidates for the position of Secretary/Treasurer shall be as follows:

1. On or before November 1 of each year, the Chair of the Nominating and Awards Committee shall request that members submit the names of candidates for consideration as nominees for this position;

2. Recommendations for nominees shall be received at International Headquarters (HQ) no later than November 30; and

3. Subject to the majority approval of the Board of Governors of the slate of nominees recommended by the Nominating and Awards Committee, the election process shall proceed pursuant to these Administrative Rules.

C. The Nominating and Awards Committee shall be guided in its deliberations and recommendations for candidates for Secretary/Treasurer by the following guidelines:

1. The minimum qualifications for candidates nominated for international officers are as follows:
a. the individual shall be either an Accredited Senior Appraiser (ASA) or Fellow (FASA), or reciprocal equivalent thereof, and

b. the individual will have completed a full term as either Governor or Chair of a standing committee, or as an officer or director of an entity that has merged into the Society, as of the date of such individual taking the relevant International Office.

2. Nominations shall be made in writing and the nominator shall submit documentation that demonstrates the qualifications of the candidate as well as verification that the nominee has agreed to the nomination;

3. Nominations shall only be made by an Accredited Member (AM), Accredited Senior Appraiser (ASA), or Fellow (FASA), or reciprocal equivalent thereof;

4. No Member of the Nominating and Awards Committee shall be included as a nominee; and

5. For each election, there shall be no less than two candidates.

D. The procedures for the nomination of individuals for Honorary Membership shall be as follows:

1. On or before November 1 of each year, the Chair of the Nominating and Awards Committee shall request that members submit the names of individuals for consideration as nominees for this position;

2. Recommendations for nominees shall be received at International Headquarters (HQ) no later than November 30; and

3. Nominations shall be in writing and the nominator shall submit documentation that demonstrates the nominee has met the requirements for Honorary Membership.

4. Subject to the majority approval of the Board of Governors of the slate of nominees recommended by the Nominating and Awards Committee, the election process shall proceed pursuant to these Administrative Rules.

E. The Nominating and Awards Committee shall be guided in its deliberations and recommendations for candidates for the Lifetime Achievement Award by the following guidelines:

1. Be an Accredited Senior Appraiser (ASA) or Fellow (FASA), or reciprocal equivalent thereof, in good standing;

2. Has demonstrated, in the judgment of the Board of Governors, exemplary, steadfast and consistent dedication, involvement, commitment and loyalty to the Society and the profession that warrant this single honor; and

3. Has held the grade of Accredited Senior Appraiser (ASA) and/or Fellow (FASA), or reciprocal equivalent thereof, for a period of at least twenty-five (25) years and be at least seventy (70) years of age.

4. Nominations shall be in writing and the nominator shall submit documentation that demonstrates the nominee has met the requirements for the Lifetime Achievement Award.
5. No member of the Nominating and Awards Committee shall be included as a nominee.

F. The Nominating and Awards Committee shall require only a majority vote of its members to select a slate of candidates or to recommend an award.

G. The written report of the Nominating and Awards Committee to the Board of Governors at the midterm meeting shall:
   1. Describe its deliberations;
   2. Include the names of all persons considered by this committee;
   3. Provide a copy of the nominating letter for each person considered;
   4. Present the vote tabulation of this committee;
   5. Set forth the slate of nominees; and
   6. Include a statement of the qualifications of each nominee.

H. The proposed slate of candidates for International Secretary/Treasurer and nominees for Honorary Membership and Lifetime Achievement Award is subject to the affirmative majority vote of the entire Board of Governors.

I. If the Midterm Meeting of the Board of Governors is not held, or is not held in the month of January, then the Nominating and Awards Committee shall submit its written report at the January teleconference call of the Board of Governors.

J. In the event the Nominating and Awards Committee fails to submit its report to the Board of Governors at the midterm meeting, the Board of Governors may:
   1. Extend the timeframe for its submission;
   2. Name another member of this committee as chair with an extension of time for report submission; and/or
   3. Discharge all members of this committee and sit as a quasi committee to the whole to determine a slate of nominees for the ensuing year.

K. Chapter or discipline committee nominating and awards committees shall be comprised of no less than three designated members and shall be chaired by the Immediate Past Chapter President or immediate past discipline committee Chair.

L. Chapter or discipline committee nominating and awards committees shall submit a report to the chapter governing body or discipline committee which describes its deliberations, sets forth a slate of nominees, and provides statements of the qualifications of each nominee no later than the February meeting of the chapter governing body or discipline committee.

M. There shall be not less than two nominees for each Governor position.

SECTION 2—Tellers and Credentials Committee and Elections Committee

A. The President shall appoint a Tellers and Credentials Committee not less than 30 days before the close of the polls for International Elections.
B. The Tellers and Credentials Committee shall consist of no more than three (3) members and their responsibility shall be as follows:

1. Ensure that the election of international officers, governors, and discipline committee members is conducted in compliance with the Bylaws and Administrative Rules; and

2. Certify the legitimacy of any elections of international officers, governors, and discipline committee officers and members in a report submitted to the Board of Governors.

C. The Elections Committee shall review and deliberate on complaints attributable to alleged violations of the election procedures, policies and/or governing documents of the Society regarding the elections of international officers, governors and discipline committee members (“ASA National Elections”). The Elections Committee shall inform the Board of Governors of such complaints it considers to be relevant and appropriate and may also recommend possible penalties and remedies for such alleged violations. The International President or Board of Governors may request assistance from the Elections Committee regarding matters related to ASA National Elections.

SECTION 3—Election Procedures

A. The procedures for election of international officers, governors, discipline committee members, and chapter officers shall comply with the provisions of the Bylaws and Administrative Rules and shall employ a secret ballot.

B. No person shall be a nominee and/or shall stand for election to more than one elected international, discipline and/or chapter position in any one election year.

C. A statement of the qualifications of the nominees shall be provided to every member entitled to vote, along with an official ballot.

D. The procedures for election of governors shall comply with the provisions of the Administrative Rule including the following:

1. No later than November 30, International Headquarters (HQ) shall notify each incumbent Region Governor whose term will expire at the end of the current administrative year, and all the currently serving chapter Presidents in their respective geographic region, that an election for a successor governor shall take place and that member ballots shall be received at International Headquarters (HQ) no later than May 31;

2. No later than November 30, International Headquarters (HQ) shall notify each incumbent discipline governor whose term will expire at the end of the current administrative year, and the appropriate discipline committee chair, that an election for a successor governor shall take place with member ballots received at International Headquarters (HQ) no later than May 31;

3. No later than February 15, each president of an active chapter shall deliver a report to the Presidents of all other active chapters in their respective region setting forth
the names and statements of qualifications of the individuals to be recommended by such chapter for the position of Region Governor;

4. No later than February 15, the region or discipline committee nominating and awards committee shall meet in person or by teleconference to nominate at least two candidates to serve as Region Governor or Discipline Governor and submit their nominations to International Headquarters (HQ);

5. Candidates for the position of Discipline Governor may also be nominated by a petition signed by any group of fifty (50) or more designated members of the discipline or by ten percent (10%) or more of the designated members of the discipline, whichever is the lesser number;

6. Candidates for the positions of Region Governor shall have maintained membership in an active chapter within that region for a period of not less than two (2) years.

7. International Headquarters (HQ) shall cause a ballot to be prepared and delivered by appropriate means to each member entitled to vote in the appropriate region or discipline;

8. Ballots shall include the names and a statement of qualifications of all nominees;

9. Members and Candidates must be in Active, Partially Retired, Retired or Sabbatical status by April 15 of each year to be eligible to vote in the international election.

10. Blank ballots shall be distributed to eligible voting members on or before May 15 and shall be received at International Headquarters (HQ) no later than May 31; and

11. On June 1, International Headquarters (HQ) shall deliver all ballots received to the Tellers and Credentials Committee.

In the event of a tie vote, a run-off election shall be initiated within seven (7) days of the report of Tellers and Credentials; the ballots shall be open for a period of fifteen (15) days.

ADMINISTRATIVE RULE XIV—Standing and Other Committees

SECTION 10—Nominating and Awards Committee

A. The Nominating and Awards Committee shall:

1. Be chaired by the Immediate Past President;

2. Be comprised of members in the grade of Accredited Senior Appraiser (ASA) or higher;

3. Compile, consider, and recommend a list of candidates for the Secretary/Treasurer position;

4. Review and investigate nominations for bestowal of Honorary Membership, Lifetime Achievement Award and Society Trustee to the Appraisal Foundation, and make appropriate recommendations to the Board of Governors; and

5. Perform other duties as assigned by the Board of Governors or Immediate Past President.
B. Each year, one new committee member shall be appointed by the President and one new committee member shall be appointed by the Board of Governors.

C. Each member shall serve for terms not to exceed three (3) years.

D. Representatives on this committee shall include at least one member from each of the disciplines.

ADMINISTRATIVE RULE VI

SECTION 5—Qualifications for Bestowal of Honorary Membership

A. The qualifications of a nominee for the grade of Honorary Member shall be as follows:
   1. Be a nonmember of the Society and
   2. Have, in the judgment of the Board of Governors, contributed substantially to the appraisal profession and/or performed an unusual and valuable service for the Society sufficient to merit recognition by the Society.

B. Nominations and the award of Honorary membership shall proceed pursuant to the provisions of the Bylaws and Administrative Rules.

C. Honorary Members shall be exempt from the payment of all dues and assessments.