

BYLAWS OF CALIFORNIA ASSESSORS' ASSOCIATION

ARTICLE I. NAME

This Association shall be called the CALIFORNIA ASSESSORS' ASSOCIATION. It shall be the perpetuation and continuance of the State Association of County Assessors of California, which was organized December 1902 in San Francisco, and which was incorporated under the laws of the State of California on July 18, 1946, and which is referred to hereafter as the ASSOCIATION.

ARTICLE II. PURPOSE

1. The purpose of the ASSOCIATION shall be to:
 - a. Promote cooperation of the Assessors of California in matters of mutual interest and responsibility;
 - b. Promote improvement of assessment procedures for the public good;
 - c. Promote improvement in the assessment laws of the State of California for the public good;
 - d. Collaborate with the State Board of Equalization (BOE) and California Department of Tax and Fee Administration (CDTFA);
 - e. Collaborate with the International Association of Assessing Officers (IAAO), the California State Association of Counties (CSAC), and other organizations as approved by the Executive Committee;
 - f. Coordinate with the California County Assessors' Information Technology Authority (CCAITA) for the development of statewide assessor technology solutions.
 - g. Facilitate the effective operation of the affiliate organizations.

ARTICLE III. MEMBERSHIP

1. Membership in the ASSOCIATION is limited to "members," "retired members" and "honorary members." Only Members may serve on standing committees.
 - a. *Members.* There are 58 members of the ASSOCIATION. A member is anyone who, by operation of law, is performing the duties as a California Assessor in one of the 58 counties. The terms "member" and "assessor" are one in the same.

- b. *Retired Members*: All former assessors are retired members. The Executive Committee may revoke the status of a retired member, for cause.
- c. *Honorary Members*. Persons who have made distinctive contributions to the advancement of the ASSOCIATION, as determined by the Executive Committee, may be considered for and given honorary member status. The Executive Committee may revoke the status of an honorary member, for cause.

ARTICLE IV. REGIONS

- 1. The 58 counties are divided into three geographic regions and referred to hereafter as “Regional Affiliate(s)” or “Region(s)”:
 - a. The NORTHERN CALIFORNIA ASSESSORS’ ASSOCIATION (NCAA) shall be comprised of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Mono, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, and Yuba Counties;
 - b. The BAY AREA CALIFORNIA ASSESSORS’ ASSOCIATION (BAAA) shall be comprised of Alameda, Contra Costa, Marin, Monterey, Napa, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, and Yolo Counties;
 - c. The CENTRAL-SOUTHERN CALIFORNIA ASSESSORS’ ASSOCIATION (CSCAA) shall be comprised of Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Stanislaus, Tulare, and Ventura Counties;
 - d. Creation of new, additional or different Regional Affiliate(s) shall be processed as a Bylaws amendment;
 - e. Regional Affiliates shall comply with these ASSOCIATION Bylaws.

ARTICLE V. ASSOCIATION DUES

The amount of dues payable to the ASSOCIATION by members shall be determined by the Executive Committee at the prior year’s year-end meeting, or no later than January 1 of the current year. Dues shall be due and payable on January 1 of each year and shall be delinquent if not paid before the Annual Business Meeting of the ASSOCIATION.

ARTICLE VI. OFFICERS

- 1. The officers of the ASSOCIATION include the President, President-Elect, Vice-President, Secretary, and Treasurer;
- 2. The President-Elect, Vice-President, Secretary, and Treasurer shall be elected by a majority of the ASSOCIATION at the Annual Business Meeting;
- 3. The President-Elect automatically succeeds to the office of President of the

ASSOCIATION after serving to the end of the year as President-Elect;

4. All officers of the ASSOCIATION serve ex officio as members of the Executive Committee, the Secretary is a non-voting member of the Executive Committee;
5. All officers of the ASSOCIATION shall take office on the first day of the following calendar year and serve up to and including the last day of the same calendar year.

ARTICLE VII. DUTIES OF THE OFFICERS

1. President. *The President shall:*

- a. Chair and preside at all meetings of the Executive Committee and all meetings of the ASSOCIATION;
- b. Establish any temporary committees, designate a Chair and appoint members, with approval of the Executive Committee;
- c. Make all appointments, except those appointments specifically named in these Bylaws;
- d. Have the power to call special meetings of the Executive Committee and of the ASSOCIATION;
- e. Be official spokesperson for the ASSOCIATION and approve all correspondence and expressions of the ASSOCIATION'S policies and determinations;
- f. Be a signatory on the CAA bank accounts;
- g. Serve as a Director of the CCAITA;

2. President-Elect. *The President-Elect shall:*

- a. Perform the duties of the President in the event of the current President's inability to carry out his or her duties;
- b. In the event the office of President becomes vacant, assume the office of President;
- c. Chair the Bylaws, Resolutions and Awards Committee;
- d. Be a member of the Finance Committee;
- e. Be a signatory of the CAA bank accounts.

3. Vice-President. *The Vice-President shall:*

- a. Be a member of the Education Committee;
- b. Be a member of the Finance Committee;

c. Be a member of the History and Preservation Committee.

4. Treasurer. *The Treasurer shall:*

- a. Be custodian of all active financial records of the ASSOCIATION;
- b. Be custodian of monies collected on behalf of the ASSOCIATION and deposit all said funds in a financial institution in the name of the ASSOCIATION;
- c. Manage funds received from the State Department of Finance grant funding on behalf of CCAITA for the benefit of all counties. Funds will be deposited in the Treasury of the County in which the ASSOCIATION Treasurer serves. The ASSOCIATION Treasurer is responsible for monitoring the JPA funds in the County Treasury and will provide at least ten (10) days' notice to the County Treasurer for required fund transfers to CAA bank account(s);
- d. Use said funds to pay obligations of the ASSOCIATION;
- e. Keep the Executive Committee informed on the financial status of the ASSOCIATION by submitting a quarterly financial statement;
- f. Serve as a Director of the CCAITA;
- g. Obtain and maintain insurance policies, subject to review and approval by the Executive Committee;
- h. Be responsible for the collection of SDR/ESDR/E-forms' shared costs and payment of related invoices;
- i. Have all the necessary records available for inspection by the Executive Committee;
- j. Keep all financial and related records until they are delivered to the History and Preservation Committee, consistent with the ASSOCIATION'S Retention and Disposition Policy;
- k. Liaise with the CPA firm hired by the ASSOCIATION to process all ASSOCIATION required tax compliance returns;
- l. Collect the annual dues of the members;
- m. When a new Treasurer assumes office, there shall be an audit to assure a proper accounting of all funds of the ASSOCIATION, and the results of such audit shall be reported to the Executive Committee.
- n. Be a signatory of the CAA bank accounts.

5. Secretary. *The Secretary shall:*

- a. Be Custodian of all active, non-financial records of the ASSOCIATION;

- b. Prepare and keep the agendas and minutes of the Executive Committee and the ASSOCIATION. Distribute the minutes to all members within thirty (30) days after each meeting;
- c. Deliver semi-active records to the Chair of the History and Preservation Committee at the end of his or her term as Secretary. Records are considered to be delivered if they are in electronic format and contained on the ASSOCIATION website;
- d. Notify members in writing, by any effective means available, of the place, time, and date of the Annual Business Meeting and any regular and any special meetings called by the President of the ASSOCIATION. Notice of such meeting shall be given no less than ten (10) days in advance of the meeting. If Bylaws' amendments are to be voted on at a special meeting, copies of the proposed amendments shall be mailed or emailed or faxed to each member at least thirty (30) days before the date of the special meeting;
- e. Notify members no less than fifteen (15) days prior to the final date when amendments to the Bylaws must be submitted;
- f. Notify members of any special meeting of the Executive Committee called by the President at least four (4) days prior to the meeting by mail, or forty-eight (48) hours personally or by any effective means available. A 24-hour e-mail vote of the Executive Committee may be conducted without notice when requested of the President, by the Legislative Committee, when time is of the essence for the sole purpose of supporting or opposing legislation;
- g. Be responsible for maintaining a current list of all members including their contact information;
- h. By January 1 of each year, prepare a current list of the officers and members of each CAA committee and officers of each affiliate for publication to the ASSOCIATION website.

ARTICLE VIII. COMMITTEES

Standing committees of the ASSOCIATION include the Executive Committee; Standards Committee; Legislative Committee; Annual Conference Committee; Bylaws, Resolutions, and Awards Committee; Finance Committee; Education Committee; Information Technology Committee; History and Preservation Committee; Audit Committee; and Nominating Committee. Other committees may be created by the President with the approval of the Executive Committee. Committee Chairs must be members and may appoint an acting-chair, a vice-chair and/or a secretary who must be a staff member of the appointing member. The agenda and backup material for all standing committee meetings, except for special meetings, shall be sent to all assessors at least one week before the meeting.

1. Executive Committee. Consists of thirteen (13) voting members including the President, President-Elect, Vice-President, Treasurer, Immediate Past President, five (5) assessors appointed by the President and one (1) assessor selected by and from each of the Regions. In the event the position of Immediate Past President is not filled by the prior year's

President, the number of Presidential appointments shall be six (6) assessors.

Duties. The duties and powers of the Executive Committee are:

- a. To direct the affairs of the ASSOCIATION;
- b. To consult and confer with BOE and CDTFA, and take such action with BOE and CDTFA as may be necessary;
- c. To coordinate the activities of the ASSOCIATION with BOE and IAAO;
- d. To authorize necessary expenses of the ASSOCIATION;
- e. To annually review nominees for the status of honorary members and to select honorary members;
- f. To consider, approve, reject or change and approve recommendations from committees. Recommendations for positions on statewide initiatives that are Active Measures or Qualified for the Ballot require a majority vote of the members of the ASSOCIATION;
- g. To review proposed contracts to be entered into by the ASSOCIATION or its affiliates that meet either of the following criteria:
 - a) contracts in excess of \$10,000 for a single event,
 - b) contracts that are not related to conferences or meetings.

2. Standards Committee. The Standards Committee consists of nine (9) members appointed by the President including a Chair.

Duties. The duties of the Standards Committee are:

- a. To formulate and standardize assessment procedures;
- b. To promote, in cooperation with the BOE, uniformity in procedures and form;
- c. To report, through the Chair, all recommendations of the committee to the Executive Committee for official action;
- d. To represent the ASSOCIATION at BOE Interested Parties Meetings, Taxpayer Rights Hearings and other public hearings as needed to advocate for the efficient administration of fair and equitable assessment procedures, rules and regulations;
- e. To establish subcommittees and ad hoc committees, designate Chairs, and appoint committee members;
- f. To provide direction and assistance, assign projects as needed, and receive regular reports from the respective Standards subcommittees and ad hoc committees.

3. Legislative Committee. The Legislative Committee consists of nine (9) members appointed by the President including a Chair.

Duties. The duties of the Legislative Committee are:

- a. To review and track legislation that is deemed to have an impact on the Assessor's role in administration of the property tax program;
 - b. To develop legislative proposals for review, consult with relevant committees and provide recommendation to the Executive Committee;
 - c. To establish temporary subcommittees and ad hoc committees, designate a Chair, and appoint committee members;
 - d. The Chair shall, under the general direction of the Executive Committee, represent the ASSOCIATION on matters pertaining to legislation.
4. Annual Conference Committee. The Annual Conference Committee consists of five (5) members: the Chair appointed by the President, the current year's Annual Conference host assessor, the next year's Annual Conference host assessor, the ASSOCIATION Treasurer, and one assessor appointed by the Conference Committee Chair. The Treasurer of the ASSOCIATION serves ex-officio as a member of the Conference Committee.

Duties. The Annual Conference Committee shall:

- a. Recommend the place, time, program, and arrangements of the Annual Conference, working in conjunction with the representatives of the BOE. The recommendation shall become official when approved by the Executive Committee. The Chair shall notify the members of the registration fees at least 30 days prior to the Annual Conference;
 - b. Be responsible for maintaining and providing certain additional information as may be specified in the "Protocol, California Assessors' Association" (Protocol).
5. ByLaws, Resolutions, and Awards Committee. The Bylaws, Resolutions, and Awards Committee consists of five (5) members: the President-Elect who serves as Chair, one member appointed by the President-Elect with the approval of the President, and a member selected by and from each of the Regions.

Duties. The duties of the Bylaws, Resolutions, and Awards Committee are:

- a. To prepare, review and make recommendations on all Bylaws changes;
 - b. To secure, prepare and arrange for the presentations of resolutions and awards on behalf of the President.
6. Finance Committee. The Finance Committee consists of seven (7) members: the Treasurer, who serves as Chair, the President-Elect, the Vice-President, one member appointed by the President (such member shall not be a member of the Executive Committee), and one member selected by and from each of the Regions.

Duties. The duties of the Finance Committee are to prepare an annual budget, determine the annual dues of the ASSOCIATION members, and review insurance coverage and policy cost. The budget, dues, and ASSOCIATION insurance for the year shall be presented and adopted by the Executive Committee at the prior year's year-end meeting, or no later than January 1st of the current year. Special funds may be established for any purpose consistent with the stated objectives of this organization and shall be administered by the Finance Committee as directed by the Executive Committee. Special funds shall include all grants and gifts of every kind or any monies set aside by the ASSOCIATION for a specific purpose.

7. Education Committee. The Education Committee consist of five (5) members: a Chair appointed by the President, the Vice-President, and one member selected by and from each of the Regions.

Duties. The duties of the Education Committee shall be to administer educational programs adopted by the Executive Committee and to function as the advisory committee to the BOE as described in California Revenue and Taxation Code Section 670, et seq. The Chair shall serve as liaison to the California Assessors' Administrative Services Association (CAASA).

8. Information and Technology Committee. The duty of the Information Technology Committee is to promote business efficiency and effectiveness through technological solutions. The Chair is appointed by the President and serves as the CAA Webmaster.

9. History and Preservation Committee. The History and Preservation Committee consists of a minimum of six (6) members: The Chair (Historian), appointed by the President, the Vice-President, the CAA Webmaster, and one member selected by and from each of the Regions.

Duties. The duties of the History and Preservation Committee are to administer and preserve the history and records of the ASSOCIATION as directed by the Executive Committee. A records retention schedule adopted by the Executive Committee serves as the guideline and policy statement for managing ASSOCIATION records. Keep a listing of all honorary members.

10. Audit Committee. An Audit Committee is annually appointed by the President to serve during the period of his/her term and consists of one member by and from each of the Regions.

Duties. The duties of the Audit Committee are to conduct an audit of the financial and accounting records of the ASSOCIATION prior to the Annual Business Meeting and at such other times as directed by the Executive Committee. The Audit Committee submits a written report during the Annual Business Meeting, or otherwise as required, summarizing its findings relative to the overall condition of the accounting records and financial status of the ASSOCIATION.

11. Nominating Committee. The Nominating Committee consists of past-presidents still serving and the current president of the ASSOCIATION. The Chair shall be the assessor who, among all the members of the committee, was the first to serve as ASSOCIATION President.

Duties. The duties of the Nominating Committee are to select and nominate members to the positions of Treasurer, Secretary, Vice-President, and President- Elect of the ASSOCIATION. The Nominating Committee presents its slate of nominees at the Annual

Business Meeting of the ASSOCIATION or a special meeting of the ASSOCIATION called by the President to fill a vacancy(ies) of an officer(s) of the ASSOCIATION.

ARTICLE IX. AFFILIATE ORGANIZATIONS

Affiliate Organizations (“Affiliate”) are required to be approved subgroups of the ASSOCIATION. All Affiliates will:

1. Be represented by an Assessor who will act as Liaison (the “Assessor Liaison”) between the Affiliate and the ASSOCIATION. In the case of the Affiliate identified in Article IV, subsections a, b, and c of these Bylaws, the Assessor Liaison will be the President of the Regional Affiliate. Each Assessor Liaison will provide a summary report to their controlling committee at each meeting. (Example: Real Property Chiefs Liaison reports to Standards);
2. Provide an annual list of the officers to the appointed Assessor Liaison and ASSOCIATION webmaster by January 1 each year;
3. Provide copies of agendas and final meeting minutes to the Assessor Liaison and ASSOCIATION Webmaster within 30 days of approval;
4. Annually provide a statement of the financial condition of the Affiliate to the ASSOCIATION Treasurer. This statement shall include but not be limited to, total income, expenses, net income or (loss) and beginning and ending bank account balances. Additionally, upon request of the ASSOCIATION C.P.A., provide copies of requested financial documents to the C.P.A. with a copy to the ASSOCIATION Treasurer by the deadline for receipt. Failure to comply with this request by the deadline may result in additional charges to the Affiliate;
5. The President of each Affiliate shall annually appoint an Audit Committee to conduct an audit of the financial and accounting records of the Affiliate. The Audit Committee shall submit a written report to the Assessor Liaison summarizing its findings relative to the overall condition of the accounting records and financial status of the Affiliate;
6. The Assessor Liaison will review and approve Affiliate conference planning activities, which can include locations, costs, frequency and any other aspect the ASSOCIATION deems to be in the best interest of the organization. Any issues in dispute by the Affiliate can be appealed to the ASSOCIATION Conference Committee;
7. The affiliate shall comply with all CAA Bylaws.
8. Any changes to the Bylaws of an Affiliate shall be approved by the ASSOCIATION.

ARTICLE X. ELECTIONS

1. At the Annual Business Meeting, the Chair or designated member of the Nominating Committee shall present the slate of nominees for officers of the ASSOCIATION for the following year. The President then asks if there are additional names to be placed in nomination from the floor at that time by any member who has paid his or her current dues. Only members who have paid their current dues shall be eligible to vote or hold office in

the ASSOCIATION;

2. In the event of a contest, the election shall be by written ballot. The President shall appoint three members as tellers who shall conduct the election, tabulate the ballots, and report the results to the ASSOCIATION. The nominees receiving the highest number of votes for each office shall be elected. The tellers will so certify in writing to the Secretary of the ASSOCIATION;
3. If the validity of the election of any officer of the ASSOCIATION is challenged in writing by five (5) or more members of the ASSOCIATION in communications addressed to the President and/or the Executive Committee of the ASSOCIATION within thirty (30) days of the date of the election in question, the Executive Committee shall delegate to a three person arbitration board with the responsibility of determining whether or not the questioned election was valid. (One member shall be selected by the challengers, one by those who support the results of the election, and the third to be selected by the first two members.) In the event that the challenged election is found to be invalid by the arbitration board, the President shall call for a new election. This election may be conducted by calling a special meeting of the ASSOCIATION as a whole or by mail ballot. The nominating process in such an event shall be determined by the Executive Committee.

ARTICLE XI. ANNUAL CONFERENCE & ANNUAL BUSINESS MEETING

1. The Annual Conference of the ASSOCIATION shall be held at such time and place as designated by the Executive Committee. Upon mutual agreement between the BOE and the Executive Committee, the annual Board-Assessor meeting may be held during and in conjunction with the Annual Conference or any other conference of the ASSOCIATION. Said joint meeting and notice thereof shall conform to and meet the requirements of California Government Code Section 15607.
2. For the purpose of transacting official business at the Annual Business Meeting or at any special called meeting of the ASSOCIATION, a quorum shall consist of not less than thirty (30) members. Only members who have paid the current dues shall be eligible to vote or carry a proxy at the Annual Business Meeting. Properly executed general proxies shall be counted in determining the number of eligible members present or represented. All actions of the ASSOCIATION shall be by majority vote of those present and voting either in person or by proxy. Any member who has paid the current dues may authorize another member to act by proxy on any or all issues or candidates that may be presented for a vote at the Annual Business Meeting and at special called meetings of the ASSOCIATION.
3. Annual Conference registration fees payable to the ASSOCIATION shall be determined by the Executive Committee at least ninety (90) days prior to the Annual Conference. Retired and Honorary members are exempt from registration fees.

ARTICLE XII. PROXIES

A proxy must be in written form, dated and signed by the member. The proxy must state the

duration and scope of the authorization being given. A proxy may be given to a member of the ASSOCIATION or to an employee from the member's staff; however, a proxy for a meeting of the ASSOCIATION or the Executive Committee may be given only to another member of the ASSOCIATION. The provisions relating to proxies in Section 5613 of the California Corporations Code are further incorporated into these Bylaws.

ARTICLE XIII. MEETINGS

All committees of the ASSOCIATION may conduct meetings by any effective means provided that a quorum remains present. Votes may be cast, either orally, by conference call, by roll call vote of the participating members, in writing, or by email, as deemed appropriate at or during any such committee meeting.

ARTICLE XIV. FISCAL YEAR

For all purposes the "fiscal year" of the ASSOCIATION shall be the calendar year, from January 1 to and including December 31.

ARTICLE XV. AMENDMENTS

These Bylaws may be amended only by a majority vote of the members of the ASSOCIATION. Proposed amendments shall be submitted to the Executive Committee at least forty-five (45) days prior to the Annual Business Meeting. The Executive Committee may make recommendations upon the proposed amendments to the members prior to the Annual Business Meeting. Amendments shall be the first order of business at the Annual Business Meeting held in conjunction with the Annual Conference. These Bylaws also may be amended at a special called meeting of the ASSOCIATION.

Copies of proposed amendments shall be delivered to each member at least thirty (30) days before the date of the Annual Meeting or a special meeting of the ASSOCIATION. Any and all amendments become effective upon adoption by the ASSOCIATION.

ARTICLE XVI. RULES OF ORDER AND PROTOCOL

Generally, all meetings will be conducted under the rules for meetings in Rosenberg's Rules of Order, the exception(s) being those enumerated and listed in the Protocol and when Rosenberg's Rules are silent, Roberts Rules of Order apply. Certain fundamental elements of customary procedure, decorum, and tradition associated with specified events, activities, and functions of the ASSOCIATION have been developed and fostered over time. Collectively, this assemblage of practical guidelines is referred to as the Protocol. The Protocol is hereby acknowledged and affirmed as the proper repository and source for such additional detail and instruction as may not otherwise be contained within or subject to these Bylaws. A Past President, appointed annually by the President, shall keep and maintain the Protocol. Amendments to the Protocol require approval of the Executive Committee.

ARTICLE XVII. USE OF THE ASSOCIATION NAME

No member or honorary member of the ASSOCIATION shall, by inference or otherwise, directly or indirectly, misuse or abuse the name of the ASSOCIATION or the members'

connection therewith; nor shall any member imply or cause others to imply that the ASSOCIATION will sponsor or be responsible for any written article, statement, report, policy or practice of any member or firm, association, corporation or the government agency by which said member is employed or is associated. Any member who desires to use the ASSOCIATION name in connection with any personal endeavor shall first receive written authority from the Executive Committee.

ARTICLE XVIII. INDEMNIFICATION

Every member of the ASSOCIATION shall be indemnified under a Comprehensive General Liability Policy of insurance obtained by the ASSOCIATION. Additionally, the ASSOCIATION shall maintain Directors and Officers Liability, Employment Practices Liability and Cyber Liability insurance coverage.

Said policies shall provide indemnification against all costs and expenses reasonably incurred or imposed in connection with or resulting from any action or lawsuit in which said members may be a party by reason of said members having held office in the ASSOCIATION or having been members of the ASSOCIATION. Such policy shall not indemnify any member when it has been adjudicated by a court of law that said member acted in bad faith or that liability is due to willful misconduct in the performance of said member's duties in such official ASSOCIATION capacity.

ARTICLE XIX. DATE EFFECTIVE

These Bylaws, as amended, were approved by a majority of the members of the ASSOCIATION at the Special Meeting held subsequent to the Annual Business Meeting in Fairfield, California, on November 16, 2022. These Bylaws supersede and replace all other Bylaws, constitutions, previous motions and resolutions which govern the ASSOCIATION.