

# LITCHFIELD AREA ASSESSORS' ASSOCIATION

## CONSTITUTION

### Article I - Name

The name of this Association shall be Litchfield Area Assessors' Association (amended from The Litchfield County Tax Officials' Association 1/18/90)

### Article II – Objectives

The objectives of this Association are to create a closer relationship between the Assessors and the Boards of Assessment Appeals (amended 7/15/2010) of Litchfield County for the purpose of discussing problems and questions of common interest to the members of this Association; to study and correct as far as possible conditions that prevent or deter the most satisfactory results in their offices; to seek cooperation of and to cooperate with State and Local authorities for the procurement of legislation necessary to provide the tax paying public with an efficient and equitable system of operation and to provide educational opportunities.

### Article III – Membership

Membership in this Association shall be open to all Assessors, Board of Assessment Appeal members, and staff who are actively engaged in these occupations from all counties within the state; who shall subscribe to the objects of this Association, its rules and regulations and they shall be entitled to all rights and privileges thereof. (Amended 7/15/2010). LAAA welcomes membership from any person, whether their position is full or part time. The annual LAAA membership fee is for each individual person not municipality. If you are working in more than one municipality and wish to share the cost with the multiple municipalities, it is your responsibility to arrange payment to the Association (amended 12/11/2014).

### Article IV – Officers

The Officers of this Association shall be a President, Vice-President, Secretary and Treasurer, to be elected at the December meeting in each odd year, (amended 7/15/2010) all of whom shall hold office for two years until their successors are chosen. Vacancies in any office shall be filled by the Executive Committee.

## Article V – Committees

### Executive Committee:

The Executive Committee of this Association shall be composed of the Officers of the Association and two members of the organization to be elected at the December meeting in each odd year (amended 7/15/2010) when the officers are elected to serve for two years or until their successors are elected. The President shall be its Chairman. It shall have general supervision of the affairs of the Association subject to any conditions provided by the membership in meeting assembled.

### Nominating Committee:

The Nominating Committee of this Association shall be appointed by the President at the September meeting. The slate of nominations for the December elections shall be submitted at the November meeting (amended 12/11/2014).

Committees for the Association shall be created as provided by the Executive Committee with the exception of the Nominating Committee (amended 12/11/2014).

## Article VI- Amendments

This Constitution may be amended at any meeting of the Association by a two-thirds vote of the members present and voting, provided two weeks' notice of each amendment has been given in writing to each member of the Association.

## BY-LAWS

### Article I – Duties of Officers

1. It shall be the duty of the President to preside at all meetings of the Association and of the Executive Committee and to perform such other duties as usually appertain to his/her office. In his/her absence, the Vice-President shall preside and perform the duties of the President.

2. The Secretary shall keep a record of the meetings of the Association and perform such other duties as may be required of them. The Treasurer shall collect the dues from the members, disburse the same on order of the Association or Executive Committee and provide a report at each meeting. (Amended 7/15/2010)

3. The Executive Committee shall constitute the governing body of the Association and shall have the general supervision and management of its affairs under such direction as the Association may give from time to time.

4. Immediate Past-President will serve as County Representative to CAAO. Open election if unable to serve.

#### Article II – Meetings

The Annual Meeting of the Association shall be held in the month of December and at an hour and place fixed by the Executive Committee. The Association shall hold at least four meetings each year. Six members shall constitute a quorum at all meetings. (Amended 7/15/2010)

#### Article III – Dues

Beginning with the year 1978, the annual dues of the members of this Association, determined by the membership, shall be payable annually in the month of December. (Amended 7/15/2010)

#### Article IV – Order of Business

1. Roll Call
2. Reading and Approving of Minutes of Previous Meeting
3. Reports of Committees and Officers
4. Unfinished Business
5. New Business
6. Results of election at the December Meeting (amended 12/11/2014)
7. Adjournment

All meetings will be held in accordance with Robert's Rules of Order.

#### Article V – Amendments

These By-Laws may be amended at any meeting of the Association by a two-thirds vote of the members present and voting provided two weeks notice of such amendment has been given in writing to each member of the Association.

#### Article VI – Elections (amended 12/11/2014)

The results of the election shall be announced at the December meeting in each odd year when the officers are elected to serve for two years or until their successors are elected.

Together with other eligibility criteria, voting privileges are granted per member, i.e.; one vote per member, regardless of any one member's employment at multiple municipalities.

All votes must be submitted online through the CAAO website at least 48 hours prior to the December meeting. Final votes will be calculated and announced at the December meeting by the Chairperson of the Nominating Committee.

Amendments as approved at the July 15, 2010 meeting.  
Amendments as approved at the December 11, 2014 meeting.