



Essex County Assessors Association  
By-Laws

ARTICLE 1

The name of this organization shall be the Essex County Assessors Association. Hereinafter referred to as the "corporation".

ARTICLE 11

PURPOSES

The purposes of this corporation are: (a) to foster a closer relationship among assessors; (b) to assist in creating efficient uniform administration of local tax law (c) to afford opportunity for the discussion of subjects pertaining to local taxation; (d) to provide methods for encouraging the development of desirable tax laws; (e) to discourage the adoption of harmful measures relating to local taxation or to the duties of local taxing officials; (f) to aid in every way the development of sound municipal finance; and (g) to engage in such other activities tending to bring about a better understanding of the subject of public finance and particularly of taxation as may be deemed met.

ARTICLE III

MEMBERSHIP

All persons who are or have been engaged in the administration of assessment tax laws as outlined in this article shall be eligible for membership upon the payment of the annual dues as prescribed in ARTICLE IV.

Memberships shall be allowed under the following headings and descriptions:

SECTION A - REGULAR MEMBERSHIP - Persons currently involved in the administration of assessment tax laws as an assessor, assistant assessor or the equivalent, within municipalities located in Essex County. Such members shall be afforded full voting rights.

SECTION B - COUNTY RESIDENT MEMBERSHIP - Persons who reside in Essex County and are currently involved in the administration of assessment tax laws as an assessor, assistant assessor or the equivalent within the State of Massachusetts. Such members shall be afforded full voting rights.

SECTION C - ASSOCIATE MEMBER - Any person who is or who has been involved in municipal government who is not eligible for regular or county resident membership. Such memberships shall include (a) past regular members, (b) past county resident members (c) retired regular members (d) retired county resident members (e) assessing personnel not eligible for regular or county resident membership and (f) other governmental personnel. Such members shall not be afforded voting rights.

SECTION D - SUBSCRIBING MEMBERSHIPS - Persons or organizations not eligible for regular, county resident or associate memberships. Such members shall not be afforded voting rights.

**ARTICLE III**

**MEMBERSHIP (cont.)**

**SECTION E - HONORARY MEMBERSHIPS** - Any person who in the opinion of the Executive Board has made such a distinct contribution to the advancement of the assessing profession that his or her efforts deserve public recognition, shall be eligible for election as an honorary member. Honorary memberships shall be for life and no dues shall be charged. Such members shall be afforded voting rights.

**ARTICLE IV**

**DUES**

The annual dues for regular members shall be based on the population of the town. The source of census figures shall be the U.S. Census. Dues schedule shall be:

Population	Primary Member	Each Additional Member
1,000 - 10,000	\$65.00	\$15.00
10,000+	\$85.00	\$15.00

The annual dues for County Resident Membership shall be an amount equal to the Primary Member dues in the community where they reside. The annual dues for associate members shall be twenty-five dollars (\$25.00). The annual dues for subscribing members shall be one hundred dollars (\$ 100.00). All dues shall be due annually sixty days from November 15.

**ARTICLE V**

**OFFICERS**

The officers of the corporation, who must be Regular Members or County Resident Members at the time of election or appointment, shall be a president, who has advanced from the position of president-elect; and a president elect, who shall have served a minimum of two years on the Executive Board, each of whom shall be elected by ballot of the Association and shall hold office for one year from January 1 to December 31 or until a successor is elected; and, a secretary and/or treasurer, each of whom shall be elected annually and shall hold office for one year from January 1 to December 31 or until his or her successor is appointed. One person may hold the office of secretary and of treasurer. Each officer shall be a member in good standing within the membership and shall be a regular member or county resident member, duly elected or appointed an assessing official within Essex County or an Essex County resident duly elected or appointed an assessing official within the State of Massachusetts upon election. If any officer during his or her term of office shall cease to be a member in good standing, he or she shall be notified by the secretary that he or she has ceased to be a member in good standing. He or she shall, on or within thirty (30) days of such notification, report his or her membership status in writing to the secretary or be deemed to have resigned.

**DUTIES OF OFFICERS**

**SECTION A** - The president, or in his or her absence the president-elect, shall preside at all meetings of the Association and of the Executive Board. The president shall appoint all committees, except as otherwise provided by these by-laws, and shall perform such other duties as may be required by custom or by the welfare of the Association.

**SECTION B** - The secretary shall keep a record of all meetings of the Association and of the Executive Board. He or she shall keep a roll of membership and give notice of all meetings of the Association and of the Executive Board. He/She shall discharge such other duties as pertain to his/her office or as may be assigned to him/ her by the Association, the president or the Executive Board. The position of Secretary shall be elected annually. The Secretary will give a certified list of eligible voting members by June 15<sup>th</sup> of each year.

**SECTION C** - The treasurer shall collect and disburse all funds of the Association and keep an account of the same. The treasurer maybe required to give bond with sureties in such amount as the Executive Board may determine. The cost of the bonds shall be paid by the Association. He/ she shall keep all funds of the Association in a depository approved by the Executive Board and shall keep the funds deposited in the name of the Association. He/she shall make an annual statement and report to the Association, or when required, to the Executive Board and shall perform such other duties as pertain to his/her office or as may be assigned to him/her by the Association, the president or the Executive Board. The position of Treasurer shall be elected annually.

## ARTICLE VI

### EXECUTIVE BOARD

There shall be an Executive Board comprised of the President, the President-Elect, the Secretary and the Treasurer and six additional members, all of whom shall be regular members or county resident members. The Immediate Past President is also a member of the Executive Board and may be a Regular Member, County Resident Member, or an Associate Member.

Any official action of the Executive Board shall require a quorum of six members of the Executive Board. The additional members shall be elected by ballot prior to the Annual Meeting of the Association as provided by Article VIII, The Election Process, and shall hold office for three years or until their successors have been elected. The Executive Board shall have full power to carry out all the purposes of the Association and shall have general charge and control of its affairs, funds and property, but shall not have the right to amend these by-laws. Meetings of the Executive Board may be called by the President or by any two of its members. It shall be the duty of the Executive Board to audit the books of the treasurer annually or to appoint someone to do so and generally assist the officers between meetings in carrying on the functions of the Association. The Executive Board shall also have full power to fill all vacancies in office until the next annual Election.

## ARTICLE VII

### NOMINATING COMMITTEE

There shall be a Nominating Committee consisting of the Immediate Past President as chairman and all other past presidents. The Committee shall have the responsibility of presenting a slate of candidates, in accordance with Articles V and VI, for the Executive Board and the positions of Secretary, Treasurer and President-Elect to the membership. The Nominating Committee shall prepare a ballot with the names of at least two candidates for Executive Board vacancies and at least one name for the positions of Secretary, Treasurer and President-Elect. The ballot shall make provisions for a write in candidate for the vacant position(s). All ballot positions for the Executive Board shall be determined by the Nominating Committee. Newly elected members would fill the last positions. In the event of more than one vacancy on the Executive Board, the top vote getters shall fill the vacancies.

## ARTICLE VIII

### ELECTION PROCESS

Ballots for the election shall be mailed to voting members no later than September 1<sup>st</sup>. Ballots must be received by the Nominating Committee no later than October 1<sup>st</sup>. The Association membership shall be notified of the results of the balloting by mail ten days after the ballots have been counted.

The Officers shall be the President, The President-Elect, the Secretary and the Treasurer. The Executive Board shall be made up of six members with each serving a three-year term.

The incumbent President Elect shall automatically move up to President. The incumbent President shall move to the position of Immediate Past President. The President Elect position shall stand for election each year. A requirement for running for this office shall be to have served for at least two years on the ECAA Executive Board.

Each year the membership shall elect two Regular Members for a three year term. Any Regular Member who has served a term on the Executive Board is eligible to run for another term

In the event of a vacancy in the President's position, the President Elect shall serve out the term. If a vacancy occurs in the President Elect's position or in the Executive Board track, the remaining members of the ECAA Executive Board shall appoint a Regular Member or County Resident Member until the next annual election. At that time there would be an election to fill any remaining term of the Executive Board position.

Each year the Nominating Committee shall present at least one name for the positions of President-Elect, Secretary and Treasurer and two names for election to Positions #5 and #6 of the Executive Board. Position #5 will be assigned to the candidate receiving the higher number of votes.

Any member of the Executive Board who runs for President-Elect shall not forfeit his/her position on the Board until the results of the election are known. If a vacancy on the Executive Board ensues as a result of the election, it shall be filled in the manner stated above.

ARTICLE IX

MEETINGS

The annual meeting of the corporation shall be held between the first day of October and the thirty-first day of December in each year, or such day and at such time and place as the Executive Board may previously fix after sufficient notice of not less than five days. Other meetings of a formal or informal nature, may be arranged by the president, the Executive Board or by not less than twenty-five percent (25%) of the regular and county resident membership of the corporation. A quorum shall consist of fifteen (15) members in good standing.

VOTING

Voting rights shall be afforded only to those regular members, county resident members and honorary members of the corporation as described in Article 111. Any member of the corporation may call for an individual ballot vote at any time.

ARTICLE X

AMENDMENTS

These bylaws may be amended, altered or repealed under the following conditions:

SECTION A - Any amendments, alterations or repeals shall be submitted to the Executive Committee and such Committee shall submit notice to the membership as it is presented.

SECTION B - Notice of such proposed amendments, alterations or repeals must be sent to each member of the corporation at least ten days prior to such meeting as the proposal is to be brought to a vote.

SECTION C - At such meeting, any member or committee shall be allowed to present such material as to allow or disallow any amendments, alterations or repeals.

SECTION D - All amendments, alterations or repeals shall be voted upon at the annual meeting or at regular meetings of the full membership and any amendments, alterations or repeals shall be subject to approval by no less than a two thirds vote of a duly assembled quorum.

I, Robin Nolan, secretary to the Essex County Assessors Association, hereby certify and attest that the foregoing bylaws were duly amended at a meeting of the corporation that took place March 23, 2006.

A true record: Ronald V. Patton, President

Attest: Robin E. Nolan, Secretary