PROPERTY VALUATION TRAINING

AND

PROCEDURES COMMISSION

BY-LAWS

ARTICLE I. Purpose

The Property Valuation Training and Procedures Commission (Commission) has been established to facilitate the advance of property tax administration in West Virginia and to:

a. devise training and certification criteria for county assessors, county commissioners and appropriate staff members;

b. establish statewide procedures for mapping, property visitation, identification and collection of information;

c. develop an outline for county reappraisal plans;

d. establish evaluation criteria for the performance of assessors and the Tax Commissioner;

e. resolve conflicts involving reappraisal plans; and

f. perform all duties imposed by law upon the Commission.

ARTICLE II. Members

The membership on the Commission is determined in accordance with the provisions of West Virginia Code § 11-1C-3. Each member shall be working members and attend

sub-committee meetings called when necessary to conduct the business of the Commission.

ARTICLE III. Office

The principal office of the Commission shall be the West Virginia Department of Tax and Revenue, City of Charleston, County of Kanawha. The mailing address shall be as follows:

West Virginia Department of Tax and Revenue
Property Tax Division
WW-326, State Capital
P. O. Drawer 2389
Charleston, West Virginia 25328

ARTICLE IV. Meetings

There shall be at least two meetings each calendar year, the date, time and place set by the chairperson with the advice of the members. Meetings may be called by the chairperson or any four (4) members of the Commission and shall generally follow Roberts Rules of Order. Meetings of the Commission are further governed by the Open Governmental Proceedings Act.

ARTICLE V. Quorum

The presence in person of at least six members shall constitute a quorum for the transaction of business.

ARTICLE VI. Voting

Each member, including the chairperson, shall be entitled to vote. Proxy voting is not permitted. A simple majority is necessary to transact the business of the Commission. Voting shall be by voice, unless over 50

percent of the quorum present shall approve use of a secret ballot for a specific motion.

ARTICLE VII. Organizational

The Commission shall be organized under the committee structure and sub-committee(s) may be appointed at the discretion of the chairperson.

Section 1. Contracts. All contracts, obligations, or instruments for the payment of money shall be signed by the chairperson.

Section 2. Conflicts of Interest. Members of the Commission shall maintain constant vigilance against conflicts of interest and against the appearance of conflicts of interest. Applicable provisions of the West Virginia governmental Ethics Act shall be in full force, as outlined in West Virginia Code § 6-9B-1 et seq.

Section 3. Member Expenses. The expenses of Commission members shall be reimbursed based upon the policies and standards governing expense payment for employees of the State of West Virginia. Request for reimbursement should be made to the Commission staff assistant within three days of the event giving rise to the request.

Section 4. Sub-Committees. The chairperson shall appoint standing or other sub-committees when deemed necessary to carry out the duties of the Commission.

Sub-committees are exempt from the provisions governing meetings of the Commission.

ARTICLE VIII. Manual of Operations

The Commission may adopt reasonable rules and regulations which (1) outline the duties, functions and responsibilities of the Commission, and (2) provide administrative procedures for the operation of the Commission.

Article IX. Amendments

These by-laws may be amended by a simple majority vote of the entire Commission at any regular meeting provided that notice of the proposed amendment shall have been sent to all members at least two weeks prior to such regular meeting.

Approved: Property Valuation Training and Procedures Commission

By: _____
Its Chairperson

Date: August 4, 1990

These by-laws were approved July 10, 1990 by the Property Valuation Training and Procedures Commission.