

***New York State Real Property Tax Administration
Training Advisory Group
Charter***

General Purpose

The New York State Real Property Tax Law directs the State Board of Real Property Services (the Board) to establish programs for certification, continuing education, and the minimum qualifications for appointment of local real property tax officials (training programs). The Board establishes these training programs through rules (9 NYCRR 188) and delegates administration to the Executive Director of the New York State Office of Real Property Services (the Executive Director, ORPS). The Executive Director desires to work collaboratively with the local real property administration community in the development and delivery of training programs.

The purpose of the NYS Real Property Tax Administration Training Advisory Group (Group) is to provide advice to the Executive Director for the development and delivery of training programs for local government real property tax personnel. Participation in this group is voluntary. Nothing in this charter shall replace or reduce the statutory or regulatory responsibilities of the Board, the Executive Director or ORPS.

For purposes of this charter, training includes, but is not limited to:

- **Officials:** assessors, candidates for assessor, directors of county real property tax services, members of boards of assessment review, and other local appraisal personnel
- **Programs:** minimum qualifications for appointment, basic course of training, comprehensive examination for certification, continuing education program, training for members of boards of assessment review.

Membership

The Group shall be comprised as follows.

- The Executive Director shall appoint three ORPS employees as members.
- The Chair of the Institute of Assessing Officers shall appoint three members.
- The President of the New York State Association of County Directors of Real Property Tax Services shall appoint three members.
- The Executive Director shall, with the advice of other Group members, appoint three or more additional members. Such additional members may add to the diversity of individuals, government entities, opinions and experience. Such experience may include: real property tax (RPT) levying governments, adult education, municipal finance, public administration, public official training, property appraisal, RPT administration in other states, administration of other taxes, information technology, or human resources.
- The Executive Director shall designate one member as Chair.
- The Executive Director or Group Chair may invite the attendance and participation of non-members at meetings.

The term for each member shall be three calendar years, with term expirations spread evenly over three years, as determined by appointing individuals. Members shall receive no remuneration.

Stakeholders & Representation

The Group will treat as stakeholders all levels of government involved in the real property tax – including assessing units, municipalities, counties, school districts, other property tax levying governments and the State – as well as property taxpayers. When the Group deems it appropriate, it shall elicit and consider input from any and all of these stakeholders.

All members of the Group – regardless who appoints them – shall consider the interest of all stakeholders, and shall seek to achieve an equitable, transparent, consistent and efficient administration of the real property tax across New York State.

Training Topics

The Group shall provide advice to the Executive Director in the following areas of training.

Curriculum: The Group shall review and make recommendations on the development, implementation and maintenance of curricula for existing and future training programs, including the continuation, expansion, modification, replacement or abandonment.

Delivery & Scheduling: The Group will develop and recommend strategies to address the structure and implementation of course delivery and scheduling.

Evaluation: The Group will develop and recommend a mechanism for the evaluation of the effectiveness of training provided to local administrators of the real property tax, and shall annually prepare a report on the results of such evaluation.

Meetings & Minutes

The Group will meet at least twice each calendar year – in person and/or by video/teleconference. A quorum shall be a majority of current Group members (physical or electronic attendance counts toward a quorum), provided that at least one member of each constituency is present. The Chair may designate someone to serve as meeting facilitator.

The Chair shall prepare an agenda for each meeting. Any member may request that the Chair place any training item on a meeting agenda.

The Chair shall prepare meeting minutes, and distribute to members for review within two weeks after a meeting. Any substantive changes to minutes may be agreed upon by e-mail of attending members within two additional weeks. The Chair shall thereafter promptly disseminate minutes to Group members, the Executive Director and other interested parties.

Discussion of Issues

The Group shall seek to operate by consensus on all issues properly before it. In the event there is not a consensus on an issue, a majority vote of those in attendance (unless otherwise provided in this charter) shall be necessary to pass any motion. Any member may record a minority opinion on any matter.

Conflict of Interest

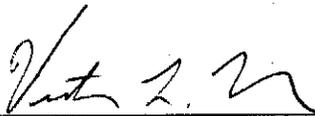
It is recognized that any member or participant may have a potential financial interest in recommendations made by the Group. Any member and any individual invited to attend a meeting who has a personal financial interest in a matter discussed shall disclose that interest and may only participate in that discussion to the extent permitted by the Chair.

Charter Amendment, Term & Effective Date

The Group may recommend an amendment to this charter, upon circulation of a draft prior to a meeting and a two-thirds vote of members in attendance; such recommendation shall be submitted to the Executive Director for approval.

The term of this charter shall be four calendar years, expiring on the last day of the fourth calendar year after adoption. The charter may be renewed at any time prior to expiration for up to four additional calendar years.

This charter shall become effective when signed.



Victor L. Mallison, Executive Deputy Director
New York State Office of Real Property Services



Institute of Assessing Officers



New York State Association of County Directors of Real Property Tax Services