



**Working Together at the Local Level  
of the Property Records Industry**

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### **What is PRIA?**

#### **Partnership – Knowledge – Results**

The Property Records Industry Association (PRIA) is a unique business and government industry partnership. Members work together to identify issues, define problems and develop solutions. Multiple perspectives on industry issues are heard and debated. Consensus is reached, leading to the development and adoption of industry white papers, standards, best practices and model legislation for the property records industry.



### **What is PRIA Local?**

#### **A forum for geographically co-located stakeholders to meet and work together.**

In the early 2000s, different sectors of the property records industry weren't cooperating or communicating well. It was time to share perspectives and information between national and local industry participants.

PRIA formed an official workgroup and started local chapters in various areas around the country.

*It's the industry that binds us and the partnership that unites us. What would happen if we all worked together to address industry-related issues?"*

Mark Monacelli, PRIA Past President and PREP Founder

Title, escrow, financial services and recording sectors of the property records industry must work together on behalf of the public to consummate real estate transactions. Today's expanding technology and market place changes require industry stakeholders to work together more efficiently, ensuring quality service to the public.

National industry concerns also affect local property industry stakeholders. Through PRIA, PRIA Local chapter members have an opportunity to learn more about national industry issues and participate in developing solutions.

## **PRIA Local makes it happen!**

All sectors of the industry are invited to participate:

- Recorders
- Assessors
- Title companies
- Escrow agents
- Lenders
- Underwriters
- Land Records Management, eRecording, Artificial Intelligence and eNotarization service providers

Each PRIA Local Chapter determines its leadership, meeting schedule and agendas. PRIA Local operating rules provide additional details. [www.pria.us](http://www.pria.us)

### **PRIA Local National Business and Government Co-Chairs (2019)**

Susan Kramer, Government Co-Chair, Olmsted County, Minnesota, [kramer.susan@co.olmsted.wa.us](mailto:kramer.susan@co.olmsted.wa.us)

Elizabeth Blosser, Business Co-Chair, ALTA, [elizabethb@alta.org](mailto:elizabethb@alta.org)

## **Organizing a PRIA Local Chapter**

To organize a new PRIA Local Chapter, a government sector person and a business sector person join together to act as temporary co-chairs. They should **contact the National Coordinator for PRIA Local [cableman@pria.us](mailto:cableman@pria.us)** for assistance with the organizational process.

- Develop an invitation list, (including all industry sectors)
- Set a meeting date, time and location
- Create and email invitation flier or letter
- Prepare organization meeting agenda
- Have attendees sign-in, (including email addresses)
- Assign someone to take minutes of the meeting
- Conduct meeting

### **Members will decide:**

- Chapter name and geographical area
- Chapter meeting schedule
- Who will serve as chapter co-chairs
- Terms of office for co-chairs

**Report back to the National Coordinator for PRIA Local [cableman@pria.us](mailto:cableman@pria.us)** to send minutes, attendance lists and meeting schedules

There is a requirement that one participant in the chapter be a PRIA member, but chapter co-chairs are not required to be members of PRIA.



**Worksheet for Scheduling  
A PRIA Local Organizational Meeting**

Government Organizer \_\_\_\_\_

Business Organizer \_\_\_\_\_

Proposed meeting date & time \_\_\_\_\_

Meeting Place/Address (& host name if other than organizers) \_\_\_\_\_

Invitation lists compiled by (date) \_\_\_\_\_

Person Responsible \_\_\_\_\_

Get help! Who can help you compile invitation lists?

Recorders \_\_\_\_\_

Assessors & other govt. \_\_\_\_\_

Title Companies \_\_\_\_\_

Escrow Agents \_\_\_\_\_

Lenders/Banks \_\_\_\_\_

Vendors/Service Providers \_\_\_\_\_

Others \_\_\_\_\_

**Worksheet for Scheduling  
A PRIA Local Organizational Meeting (continued)**

**Meeting Details**

Invitation/Save the Date Notice:

Person(s) Responsible \_\_\_\_\_

Ready by \_\_\_\_\_

Send out by \_\_\_\_\_

Meeting Agenda:

Person(s) responsible \_\_\_\_\_

Finalized by \_\_\_\_\_

Other Details \_\_\_\_\_

*Samples of invitations and agendas follow.*



### Sample Invitation Email or Letter

Date

To

From

Subject: A Meeting You Won't Want to Miss

Join us on *insert day of week, insert date, insert time and insert place* as we form the *insert name area* PRIA Local Chapter.

As a fellow member of the local property records industry, we invite you to join us in building a more positive industry-wide relationship.

Much as the Property Records Industry Association (PRIA) has done successfully at the national level, we have the opportunity to focus on local industry problems and find solutions. Together we can address issues, including legislation, more effectively. All industry sectors are invited to participate.

There are no membership dues for PRIA Local Chapter participants. All that is required is your participation. Please feel free to invite other industry members you know to join you in attending.

Sincerely,

*Insert names and titles of organizers, including email addresses*



## **Organizational Meeting Guidelines**

- Welcome & introductions (refreshments are nice)
- Attendees sign in. ( Save sign-in time by printing out the invitation list. Attendees can sign or initial next to their names on the pre-printed list, making any necessary corrections or additions, saving them the time required to write in all the information.)
- Organizers serve as temporary co-chairs and conduct meeting until members select chapter co-chairs
- Assign someone to take minutes
- Brief review of PRIA's purpose and mission and PRIA Local's mission and benefits; describe what can be accomplished locally
- Decide what geographical area your chapter will cover
- Decide how frequently you will meet and what time of day and will there be one meeting location or will you rotate meeting locations?
- Meals/refreshments? (Members can be charged for expenses)

### **Organizational Meeting Guidelines (continued)**

- Agree on name for your new chapter
- Decide on terms of office for your co-chairs
- Nominate and select official co-chairs for your chapter (some chapters also select a secretary to be responsible for meeting notifications and minutes.)
- Schedule next meeting date, time and location
- Identify topics for discussion
- Make assignments as needed
- Send minutes, attendance list, meeting schedule and other info to National Coordinator for PRIA Local [caleman@pria.us](mailto:caleman@pria.us)



## **Sample Agenda for Organizational Meeting**

- Host(s) Name(s) & Location
- Date & Time

### **Welcome, Registration & Refreshments**

#### **Introduction to PRIA and PRIA Local**

- Review PRIA's history and success
- Review PRIA Local's purpose & mission

#### **How can PRIA Local help us work better together?**

- Local issues and mutual concerns
- Communications and networking
- Education and accessing PRIA products
- Legislative issues

#### **Moving Forward as a PRIA Local Chapter**

- Chapter name
- Geographical area to be included
- Selection of Chapter Co-chairs
- Meeting schedule and location
- Next meeting date, time, location, host
- Suggestions for agenda items
- Assignments

### **Adjournment**

*Congratulations, your PRIA Local Chapter is on its way! Please report back to coordinator for PRIA Local [ablemand@pria.us](mailto:ablemand@pria.us).*





## Sample Agenda for Regular Meeting

**PRIA Local Chapter Name**

Date & Time

Hosted by

### **Registration, Welcome & Introductions**

Brief review of prior meeting & approval of minutes

### **Presentation and/or facilitated discussion**

- Industry State and Local Issues (Topics are identified or suggested by chapter participants. New and/or innovative processes, transaction problems and state legislative initiatives are some of the items you would include here.)
- Share information/handouts

### **Presentation and/or facilitated discussion**

- Industry National Issues (Suggested national topics and pertinent information are provided to chapters on the PRIA Local page at [www.pria.us](http://www.pria.us).)
- Chapter questions, concerns and suggestions for issues of interest to PRIA.

### **Next Chapter Meeting:**

- When? Where? Host?
- Suggested agenda items
- Assignments

### **Adjournment**



**PRIA Local Chapter Co-Chairs  
On-Going Responsibilities**

A co-chair from the business sector and a co-chair from the government sector will be selected by chapter participants. The co-chairs are not required to be members of PRIA.

- Presiding at and/or facilitating chapter meetings
- Scheduling chapter meetings based on the frequency determined by chapter participants
- Creating and distributing notices and agendas
- Making arrangements for minutes to be taken, transcribed and distributed
- Ensuring that chapter participant information is gathered at each meeting, including updating contact information
- Promoting chapter participation
- Communicating with the National Coordinator for PRIA Local by forwarding meeting schedules, agendas, chapter minutes and participant lists on a timely basis.



## Keeping PRIA National Informed

After the PRIA Local Chapter organizational meeting, co-chairs need to forward the following to the National Coordinator for PRIA Local:

- Chapter name and structure (local, regional, state?)
- Co-Chairs selected, including contact information
- Chapter participant names, including contact information
- Meeting schedule (how often and when will you meet?)
- Agenda and minutes of your organizational meeting
- Suggestions, comments or questions from your Chapter

It is important that the co-chairs keep the National Coordinator for PRIA Local informed about chapter activities. Any changes in meeting schedules or co-chairs should be reported immediately to the National Coordinator [ableman@pria.us](mailto:ableman@pria.us).

Through PRIA, your Chapter will receive information concerning national industry standards, adopted or proposed, and materials relating to best practices and model legislation. Program assistance is available covering industry topics such as eRecording, predictable or flat recording fees, eNotarization, blockchain use in real property records, remote signatures, artificial intelligence use in your office, and other current items of interest.

Carolyn Ableman, Coordinator, [ableman@pria.us](mailto:ableman@pria.us), 206-972-8451



## **OPERATING RULES FOR PRIA LOCAL CHAPTERS**

The Property Records Industry Association (PRIA) was formed for the purpose of bringing together the major participants in the property records industry, including government officials, associations and business concerns, to:

- Identify opportunities for the industry to work together to improve the trustworthiness and effectiveness of the property ownership principles and financing methods that are the foundation of market capitalism in the United States and abroad;
- Acknowledge diversity of viewpoints on industry issues so as to identify areas of consensus within the industry leading to recommendations for and support of best standards and practices;
- Encourage adoption of such model standards and practices;
- Provide a clearinghouse for information about property-records-related principles, practices, systems, protocols and legislation; and
- Educate industry participants, legislators, law enforcement agencies and the public about the organization, role and function of the property records industry.

The specific charge given to PRIA Local is to provide a structure to improve local working relationships, open/enhance lines of communication and expand education opportunities for property records industry participants at the local level.

The following operating rules apply to PRIA Local:

1. Local property record industry groups will be organized to develop forums for the exchange of information at the local level. Such local working groups shall be referred to as PRIA Local Chapters.
2. A PRIA Local Chapter must include at least one PRIA member.
3. A PRIA Local Chapter elects from its membership two Chapter Co-Chairs, one each from the government and business sector. The term of office of the Chapter Co-Chairs is determined by the Chapter membership. Chapters must advise the National Coordinator for PRIA Local immediately when a co-chair position is vacant or a change occurs.
4. Each PRIA Local Chapter determines its own meeting schedule and frequency, as well as its own meeting agendas. Chapters must schedule at least one meeting each year. The National Coordinator for PRIA Local may suggest agenda items and presentations.
5. Participation in a PRIA Local Chapter does not require payment of PRIA membership dues. However, Chapter participants may be charged fees to recover specific Chapter costs (such as meal costs or meeting location costs).
6. Each chapter will provide the National Coordinator with a member/participant list, as well as meeting schedules, agendas and minutes on a timely basis, or at least annually. The National Coordinator for PRIA Local may establish reporting timelines.
7. Each chapter will receive a copy of the PRIA Local Operating Rules, at least annually, or as

## **OPERATING RULES FOR PRIA LOCAL (Continued)**

modified. Chapter participants will be advised to read the PRIA Local Operating Rules which will also be posted on the PRIA Local web pages at [www.pria.us](http://www.pria.us).

8. The National Coordinator for PRIA Local will provide a written report to the PRIA Board of Directors concerning the activities and accomplishments of the various PRIA Local Chapters, at least quarterly.
9. PRIA Local Chapters may only pursue the following functions:
  - a) Provide a structure to improve local and national industry related relationships;
  - b) Open/enhance lines of communication between local industry stakeholders and other bodies;
  - c) Encourage local adoption of PRIA model legislation, standards and best practices; and
  - d) Expand education opportunities for property records industry participants at the local level.
10. Formulation and development of national standards continues to be governed by the standard PRIA Operating Rules and the PRIA Intellectual Property Rights Policy. PRIA Local Chapters are encouraged to suggest issues needing national attention and to comment upon or respond to draft versions of national standards.

Initially adopted by the PRIA Board of Directors March 5, 2005

Revised version approved by the PRIA Board of Directors *April 2019*