

**ADMINISTRATIVE PROCEDURES FOR ILLINOIS CPA SOCIETY
PEER REVIEW COMMITTEE**

REPORT ACCEPTANCE BODY (RAB) DISCUSSION PROCEDURES

Adopted by the ICPAS Peer Review Executive Committee
in March 1998, with Amendments through October 17, 2017

The following are procedures to be followed at committee meetings in order to save committee time and control telephone conference expenses.

Report Acceptance:

1. Prior to the meeting, committee members are responsible for reviewing **all** of the reviews to be considered at the meeting.
2. Individual committee members will lead the discussion for the review(s) he/she has been assigned. **If a committee member is unable to attend the meeting**, he/she should forward his/her comments and recommendations on the review(s) to which he/she has been assigned to the committee chair and/or technical reviewer prior to the meeting.
3. During the meeting, **none** of the information in the SRM regarding firm size, nature of practice, etc. should be discussed if such discussion is being done for the sole purpose of familiarizing the rest of the committee with the review.
4. In addition, the technical reviewer's comments should generally **not** be discussed unless the discussion leader or committee does not agree with or proposes additions or amendments to any of the comments.
5. After resolving any questions or issues raised on the review, the discussion leader should make a motion to accept the review either as presented by the technical reviewer or provide suggested changes.
6. **Remember, it is OK for the discussion leader to not have any comments** and to simply state he/she agrees with the technical reviewer's recommendation.
7. The committee chair should then ask if there is any further discussion.
8. After reasonable discussion, the chair should call for a vote.
9. Corrective actions or implementation plans recommended by the technical reviewer or proposed by the discussion leader or committee require a separate vote.
10. Information to be communicated to the reviewer/team captain on a feedback form also requires a separate vote.
11. All committee acceptance actions require a majority vote with a quorum of three voting committee members.

12. If for whatever reason a committee member feels he/she has a conflict of interest with a particular review, he/she should at a minimum abstain from the discussion and ensuing vote. More appropriately, he/she should request that the review be moved to the end of the meeting and then exit prior to any discussion on that particular review.

Consent Agenda:

When assigning discussion leaders for reviews to be considered, the technical reviewer may assign reviews to a consent agenda, particularly for those reviews that are relatively straightforward with little or no technical reviewer's comments. These reviews will be considered first and voted upon by the committee in a group vote. The subcommittee chair will first ask the members whether any of the reviews listed should be removed from the consent agenda. If so, they will be discussed in their normal listed order with the committee member requesting the review to be removed as the discussion leader. For the remaining consent agenda reviews, the subcommittee chair will ask for a motion to accept the reviews as recommended by the technical reviewer, a second and an all-in-favor.