

BOARD OF DIRECTORS

BOARD OF DIRECTORS:

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LEGISLATIVE MANDATES GOVERNING APPRAISAL DISTRICTS

Include but are not limited to the following laws and suggested rules of operation for Appraisal District and political subdivisions of the State of Texas.

Texas Constitution

Vernon's Texas Civil Statues

Senate Bill 1-School Tax Assessment Code

House Bill 1060-Tax Relief Amendment

Senate Bill 621-Texas Property Code

Senate Bill 260-Open Meetings Law Operating under Art. 6252-17

State Property Tax Board

POLICIES IN HARMONY WITH THE STATE LAWS

No item in these regulations or policies shall be operative if it is found to be in conflict with any law of the State of Texas.

ORGANIZATION-BOARD OF DIRECTORS

ELECTION OF OFFICERS

In the Board meeting in January of each year the Board of Directors shall organize by electing one of their members as chairman, one as Secretary. The officers shall serve for a period of two years, or until his successor is elected and qualified.

DUTIES OF OFFICERS

1. Chairman

The Chairman shall preside at all meetings, appoint all committees, and perform all other duties prescribed by law or by the Board.

2. Secretary

The Secretary shall perform all duties required by law and shall perform the duties of the Chairman in case of the resignation, absence, or disability of the Chairman. The Secretary's signature is authorized and officially recognized as directed by information on page 118 of the manual.

CONTROL AND MANAGEMENT BY FIVE DIRECTORS

The control and management of Bailey Central Appraisal District shall be administered by five directors as set out in the Property Tax Code.

ELECTION OF THE DISTRICT BOARD OF DIRECTORS (Section 6.031)

The Board of Directors for the Bailey Central Appraisal District are elected by the member boards that are eligible to participate in the appraisal district and by the method set out in the Property Tax Code (each voting jurisdiction's votes will be calculated by the portion of the total tax levy for all jurisdictions participating).

VACANCY ON THE BOARD OF DIRECTORS- as covered by Senate Bill 621,

Chapter 6.03

If a vacancy occurs on the Board of Directors, each taxing unit may nominate by resolution a candidate to fill the vacancy. The Board of Directors shall elect by majority vote one of the nominees to fill the vacancy.

SUBJECT: Vacancy on the Appraisal District Board of Directors

Pursuant to the verbal agreement made by the Governing bodies, the Appraisal District Board of Directors seeks to assure that the voting rights of a governing body will be protected in the event of a vacancy occurring on the Appraisal District Board of Directors.

Therefore, the following written policy will establish procedure that the Appraisal District Board of Directors shall adhere to:

- (A) If the governing body of a city, county or school district does not object, and:
- (B) That limitations exist on the extent to which a taxing unit's voting strength can be reduced without its consent, and:
- (C) That to increase or decrease the voting strength of a taxing unit without adjusting its share of the operating cost of the District, then,

The Board of Directors shall elect a member by majority vote from a list of nominee's submitted by the taxing unit(s) that lost its vote(s) to fill the existing vacancy on the Appraisal District Board of Directors.

R. L. Scott

Chairman - represents Bailey County

Paul Willbanks

Secretary - represents City of Muleshoe

Jack Lane

Member - represents Three Way ISD

Ronnie Holt

Member - represents Muleshoe ISD

Ben Remington

Member - represents Muleshoe ISD

**Addition to the Board of Directors operating manual -
Page 103, Item C.

DUTIES- BOARD OF DIRECTORS

GENERAL DUTIES

The Board of Directors shall provide for an appraisal district office and establish general policies in keeping with the wishes of the community, the local taxing jurisdictions and the requirements of the law. The Board shall devote its time and efforts chiefly to general policy-making and appraisal of results and delegate administrative details to the chief appraiser and his staff.

SPECIFIC RESPONSIBILITIES

1. To select the chief appraiser and advise and support him in the discharge of his duties.
2. To require that the business affairs of the appraisal district be handled in an efficient way and that an audit of district accounts be made at least once a year by a Certified Public Accountant and that the report of audit be made a matter of record, presented to the governing bodies of all of the participating jurisdictions and made available to the public.
3. To set the number of district employees with the help and advice of the chief appraiser.
4. To act as legislative body making policies within the law to govern the local appraisal office. Such policies or regulations may be initiated by the chief appraiser, members of the board, members of the participating jurisdictions, or by the general public. Any new policy or regulation or any change to present policies and regulations, shall be submitted to the chief appraiser for his consideration and recommendation.

5. To keep, or cause to be kept a complete and accurate record of policies and regulations.
6. To require and evaluate reports concerning the progress of the appraisal program and the financial status of the appraisal district.
7. To keep, or cause to be kept, complete, accurate and legal minutes of all open meetings.
8. To provide, or request that the governing bodies of the participating jurisdiction provide, by the exercise of legal powers, the funds necessary to finance the operation of the appraisal district.

BUDGETING FOR THE OPERATION OF DISTRICT APPRAISAL OFFICE

The Board of Directors shall prepare or cause to be prepared an annual budget for the operation of the District office. This budget shall be from January 1 to December 31 of each year as is required by the Texas Property Tax Code.

This budget will be prepared far enough in advance that each of the participating jurisdictions can include their portion of cost into their own budgets. This will make it necessary that the District budget can be completed by July 1 of each year or as soon thereafter as practical.

The budget will be prepared and hearing held as set out in the Texas Property Tax Code.

AUTHORITY OF BOARD OF DIRECTORS

Members of the Board shall have authority only when acting as a board legally in session. The Board shall not be bound in any way by any statement except when such statement or action is in pursuance of specific instructions of the Board.

VOTING

Voting shall be done by the show of hands. The Chairman shall have a vote. The Chief Appraiser and any other employees of the District present are not members of the Board; therefore, they do not have a vote.

PUBLIC MEETINGS

All regular meetings of the Board of Directors will be open to the public, and the order of business of any regular meeting shall be interrupted to give an opportunity for citizens to address the Board.

Except as otherwise provided in Senate Bill 260, Article 6252-17 every meeting or session shall be open to the public. No closed executive meeting or session shall be held unless the Board has first been convened in open meeting or session for which notice has been given.

Whenever any deliberations or any portion of a meeting is closed to the public as permitted by this Act, no final action, decision, or vote with regard to any matter considered in the closed meeting shall be made until such time as the meeting or subsequent meeting is declared to be in open session.

SPECIAL & EMERGENCY BOARD MEETINGS

Special meetings of the Board of Directors shall be called by the Chairman of the Board when in his opinion it is necessary, or when requested by two members of the Board of Directors. No business shall be transacted at any special meeting of the Board which does not come within the purpose set forth in the call for the meeting.

Special meetings of the Board of Directors will not be open to the public when they are called to consider items concerned with district personnel or legal items.

Except as otherwise provided in Senate Bill 260, Article 6252-17 every meeting or session shall be open to the public. No closed executive meeting or session shall be held unless the board has first been convinced in open meeting or open session for which notice has been given.

Whenever any deliberations or any portion of a meeting is closed to the public as permitted by this Act, no final action, decision, or vote with regard to any matter considered in the closed meeting shall be made until such time as the meeting or subsequent meeting is declared to be in open session.

EXECUTIVE SESSIONS

Executive sessions of the Board of Directors will be permitted to discuss certain kinds of district matters such as personnel problems. Board members and district personnel present at any executive session will treat in a confidential way all statements or opinions voiced by those present and every detail of discussion which takes place at the meeting. Prepared statements may be released to reporters if the Board thinks it is necessary and advisable.

Except as otherwise provided in Senate Bill 260, Article 6252-17 every meeting or session shall be open to the public. No closed executive meeting or session shall be held unless the Board has first been convened in open meeting or session for which notice has been given.

Whenever any deliberations or any portion of a meeting is closed to the public as permitted by this Act, no final action, decision, or vote with regard to any matter considered in the closed meeting shall be made until such time as the meeting or subsequent meeting is declared to be in open session.

NOTICE OF BOARD MEETINGS

The Chief Appraiser is responsible for giving notice of all Board meetings to comply with Texas State Law.

PREPARATION OF AGENDA FOR BOARD MEETINGS

The Chief Appraiser is responsible for the preparation of the agenda for each board meeting.

Items for consideration by the Appraisal District Board may be presented to the Chief Appraiser at any time by the Board members, by other members of the community, or others with items such a nature requiring action by the Board. Items received 96 hours in advance of the day of the meeting will be placed on the agenda. Items received less than 96 hours prior to the day of the meeting will be held until the next Board meeting unless it is in the form of an emergency.

All requests should be in writing with supporting information on the item to be discussed when at all possible.

REQUESTS FROM CITIZENS TO ADDRESS THE BOARD

The Board shall welcome the advice and counsel of citizen groups, governing bodies of the local taxing jurisdiction, and interested persons in the planning and operation of the appraisal of properties. Constructive criticism and advice is always welcome. All citizens who wish to address the Board on any subject related to District operations shall make a written request, stating in detail the subject to be presented to the Chief Appraiser at least four (4) days prior to a scheduled Board meeting. Items received 96 hours in advance of the day of the Board meeting can be placed on the agenda and proper notice can be given.

A time limit of five minutes is automatically set for any speaker addressing the District Board. If there is opposition from the floor to an item presented, the opposition may be given equal time. Additional time may be allowed to any speaker by majority vote of the District Board.

No two people can speak on the same subject except when permitted by majority vote of the District Board.

The Board may act on subjects that have been properly posted as a part of the agenda or it may choose seek additional information and delay a decision on items presented by citizens or groups.

MINUTES OF THE DISTRICT BOARD MEETINGS

The official minutes of the Board of Directors shall be kept in the office of the Appraisal District. The Board of Directors will hold the Chief Appraiser responsible for the safety and availability of the Board minutes.

PUBLIC REQUESTS FOR DOCUMENTS

The Chief Appraiser is hereby designated the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this Appraisal District.

1. All requests for public information are to be forwarded to the Chief Appraiser immediately upon receipt. The request shall be in writing and will become part of the permanent file.
2. The Chief Appraiser shall thereupon make a determination as to whether or not the information requested is public in nature, according to applicable laws.
 - a. If the Chief Appraiser finds the information to be public in nature, the Chief appraiser shall direct that it be released for reproduction on the premises.
 - (1) The party requesting the information is to be charged the cost of reproduction and other expenses entailed in locating and retrieving the information.
 - (2) If the information is inactive in use or otherwise unavailable, the party requesting the information will be notified immediately upon it becoming available.
 - b. If the Chief Appraiser finds the information not public in nature, the Chief Appraiser shall so inform the requesting party and shall for no reason release such information.

A list of those persons requesting confidential information will be presented to the Board of Directors.

FINANCING THE APPRAISAL DISTRICT

The participating jurisdictions in the Appraisal District will pay their portion of the cost of operating the District as set out in the Texas Property Tax Code (the portion due from each jurisdiction will be calculated on their portion of the total tax levy of all jurisdictions participating in the Appraisal District).

The jurisdiction participating in the Appraisal District that do not have a vote on the Board of Directors must also pay their portion of the cost of operations.

Those jurisdictions participating in the Appraisal District prior to January 1, 1982, must do so on an intergovernmental contract. Participation in the Appraisal District for services prior to January 1, 1982, is voluntary and must be done by mutual agreement with the jurisdiction and the Appraisal District.

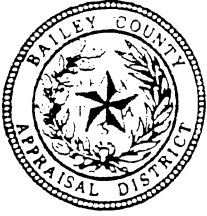
Any additional services other than the appraisal of property and the furnishing of an appraisal roll to each jurisdiction will be paid for at the actual cost by the jurisdiction requesting the service.

Payments from the participating jurisdictions will be made prior to January 1 of each year and then on the first day of the first month of each calendar quarter unless other arrangements have been made with the Chief Appraiser and the Board of Directors.

DISBURSEMENT OF FUNDS

Two signatures are required on all checks issued by the Bailey Central Appraisal District. The Chairman of the Board of Directors, the Secretary of the Board of Directors or the Chief Appraiser are the only persons authorized to sign these checks.

The Board is considered to have given prior approval on all payroll checks at the time the employees contract is accepted. Prior approval is also given on any contracted services at the time the Board approves the contract.



BAILEY COUNTY APPRAISAL DISTRICT

104 EAST AVENUE C - MULESHOE, TEXAS 79347 - PHONE 806/272-5501

BAILEY COUNTY APPRAISAL DISTRICT POLICY

BOARD OF DIRECTORS

Meetings of the Bailey County Appraisal District Board of Directors, hereinafter designated as the Board, are regularly scheduled to meet the second Thursday of each month at 12:00 P.M. The Chairman may, by notification to Appraisal District Chief Appraiser and thus each other board member, alter the time, date or location of the meeting, or call a special meeting.

SECTION 6.04 : COMPLAINTS TO THE BOARD AND OTHER MATTERS

1. (a) Persons desiring to be placed on the agenda to address the Board must notify the Chief Appraiser one week (or seven (7) days) prior to the scheduled meeting and furnish a short synopsis of the subject matter to be presented in order for a legal agenda to be posted.

(b) Alternately, persons may arrange with a member of the Board to present them and without second on affirmative vote of the Board may be heard as a concern of the Board member.
2. (a) Non-English speaking persons appearing before the Board may furnish their own interpreters.

(b) Non-English speaking persons appearing before the Board without an interpreter will be furnished an interpreter, provided an interpreter can be timely found. However, if such interpreter cannot be timely located, the person shall be rescheduled at a later date. All possible efforts shall be made to have an interpreter available.
3. (a) Persons with physical disabilities will be assisted insofar as possible by friends, relatives or employees. Assistance by both district staff and members of the Board will also be made available.

(b) Motion to relocate the meeting to an easier location may be presented and on second and affirmative vote, relocation to assist disabled persons to attend will be carried out.
4. Persons with mental disabilities may be assisted by guardian, family, close friends or any other person normally involved in the person's life.
5. Copies of the policy may be made available to members of the press, radio and television, etc. for their use as a public service.
6. All presentations will be limited to fifteen (15) minutes per person. The Board may waive the time limit at its discretion.

AMENDMENT TO BAILEY COUNTY APPRAISAL DISTRICT POLICY

BOARD OF DIRECTORS, ADOPTED APRIL 12, 1990

7. Open Forum Policy

- (A) Open forum is the time for citizens or staff to provide their comments to the board.
- (B) Statements and questions from the audience will not be permitted during other portions of the meeting.
- (C) If you wish to have your comments heard your name and the subject matter of your comment must appear on the sign-up sheet.
- (D) Each speaker will be limited to five minutes to complete his or her comments. The time limit will be strictly enforced.
- (E) If a group of people want to be heard on the same topic, the board asks that they designate a spokesperson to avoid repetition.
- (F) These speakers may address any topic they choose, so long as they are not commenting about individual personnel matters, leasing or acquiring real property, pending litigation, or any other topic that is to be held in "executive" session.
- (G) The board cannot lawfully discuss, deliberate, or make a decision on any subject matter raised in open forum, until, and unless the subject matter of the comment is placed on the agenda.

BOARD OF DIRECTORS POLICY

Providing for the temporary replacement
of an ARB member who must be recused.

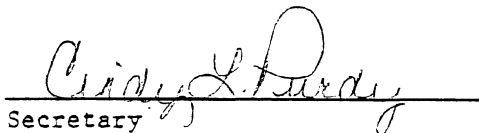
If an ARB member has communicated with another person about any matter to an owner's protest or about a property that is the subject of the protest except during the hearing or during another protest, or other proceeding at which the property is compared to another property or used in sample of properties, that ARB member must be recused from the proceeding and may not participate in the determination of the protest.

If there is not a quorum present after a member is recused, the protest hearing will be postponed until the Board of Directors can appoint a temporary replacement.

Adopted this the 14th day of November, 1991.


Chairman

Attest


Secretary



BAILEY CENTRAL APPRAISAL DISTRICT

302 Main Street - - Muleshoe, Texas 79347 - - Telephone (806) 272-5501

Res. No. BOD 2008-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BAILEY CENTRAL APPRAISAL DISTRICT TO CHANGE THE METHOD OF ELECTING THE BOARD OF DIRECTORS OF THE BAILEY CENTRAL APPRAISAL DISTRICT AND TO PROVIDE FOR STAGGERED TERMS OF OFFICE FOR SAID BOARD.

WHEREAS, the number of directors of the Appraisal District and the method of their selection are presently governed by Section 6.031(b) of the Texas Property Tax Code, and the method of selection prescribed by such Section involves a system of proportional representation, and also known as the three quarters rule.

AND WHEREAS, under the provisions of Section 6.031(b) of the Texas Property Tax Code, the Board of Directors of the Appraisal District is authorized with the concurrence of the governing bodies of the taxing units entitled to vote in the selection of directors to change the method or procedure for appointing members of the Board of Directors:

AND WHEREAS, under the provisions of Section 6.034(d), the terms of the Board of Directors may be staggered if the governing bodies of at least three-fourths of the taxing units that are entitled to vote on the appointment of board members adopt a resolution providing for staggered terms:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BAILEY CENTRAL APPRAISAL DISTRICT that under the provision of Section 6.031, the governing bodies of the taxing units be authorized to appoint the five members of the Board of Directors of the Bailey Central Appraisal District: three by Muleshoe ISD, one by Bailey County, one by City of Muleshoe:

BE IT FURTHER RESOLVED that under the provisions of Section 6.034(d) the terms of the Board of Directors of the Appraisal District, be staggered effective January 1, 2009.

PASSED AND APPROVED THIS THE 20TH DAY OF NOVEMBER, 2008.

ATTEST:

Secretary

A handwritten signature in black ink, appearing to be "Emery", written over a horizontal line.

A handwritten signature in black ink, appearing to be "Sherman Myer", written over a horizontal line.
Chairman