

**BYLAWS, RULES OF ORDER AND PROCEDURE
CENTRAL APPRAISAL DISTRICT OF CALLAHAN COUNTY
BOARD OF DIRECTORS**

1.01 GENERAL PROVISIONS

- A. The Central Appraisal District of Callahan County Board of Directors was established pursuant to the authority contained in the Texas State Constitution and the Property Tax Code.
- B. The Board of Directors consists of five members elected by the eligible tax units of the district and, as an ex-officio member, the elected County Tax Assessor-Collector if that person collects the ad valorem tax for Callahan County. The election procedure described in Chapter 6 of the Texas Property Tax Code occurs the last four months of odd numbered years.
- C. The Board members are elected for two-year terms beginning January 1 of even numbered years.
- D. Board members must have continuous residents of the District for the two preceding years prior to their nomination for office.
- E. Board members must take the prescribed oath of office before acting in an official capacity.
- F. Board members will obtain all training required by law within the first year of serving on the board.
- G. Chief Appraiser will advise the board of any training requirements needed on an annual basis.

1.02 ORGANIZATION, MEETINGS, AND COMPENSATION

- A. A majority of the Board constitutes a quorum. If a vacancy exists on the Board, one-half of the Board is considered a quorum.
- B. The Board shall, at the first meeting of the year, elect a Chairperson, a Vice-Chairperson, and a secretary. The staff of the District will perform clerical responsibility for the Secretary if so designated.
- C. The Board shall meet at any time at the call of the Chairperson or any two members of the Board.
- D. All Board meetings shall be in compliance with the Texas Open Meetings Act, Article 6252-17, and Vernon's Texas Civil Statutes.
- E. The Board will conduct all its business in accordance with the procedures contained in Robert's Rules of Order, supplemented by special rules adopted by the Board.
- F. The Vice-Chairperson assumes control of the Board in the absence of the Chairperson.
- G. The Board secretary is responsible for seeing that notices are sent, agendas are correctly prepared and posted, maintaining or overseeing the maintenance of minutes for all meetings, and other administrative duties required by the Texas Property Tax Code and Texas Open Meetings Act. At his discretion in may assign these duties to the appraisal district staff.

- H. Board members are entitled to reimbursement of expense including travel mileage to and from the meeting, food and lodging while attending District related meetings or conferences, District related long distance phone calls, and registration fees to conferences related to appraisal district operations.
- I. While board meetings are open to the public, no one may disrupt the proceedings. Anyone who does so shall be cautioned regarding the consequences. If the disruptive person continues, they may be ejected from the meeting room by the Chairperson who has authority to summon proper authorities. Additionally, it is a Class B misdemeanor if a person with intent to prevent or disrupt a lawful meeting obstructs or interferes with the meeting by physical action or verbal utterances.

1.03 PERSONNEL

- A. One of the principal functions of the Board is the selections of the Chief Appraiser of the District. The Chief Appraiser is then responsible for the hiring of all staff positions.
- B. The Board may employ legal counsel for the handling of legal issues, contracts, and litigations involving values under Section 33.07 of the Property Tax Code.

1.04 BOARD FUNCTIONS AND DUTIES

- A. The Board shall meet at least once quarterly to direct the activities of the District.
- B. The Board shall appoint the Chief Appraiser to administer the policies of the Board and the laws of the State of Texas.
- C. The Board shall appoint members to the Appraisal Review Board by resolution of a majority as authorized in Chapter 6 Subchapter C of the Property Tax Code.
- D. The Board shall approve personnel policies of the District.
- E. The Board shall approve all acquisitions of real estate and capital expenditures in excess of \$1,000.
- F. The Board shall approve all budgets of the District.
- G. The Board shall hire an auditor to audit the accounting records of the District annually and shall see that audit deficiencies are addressed. The audit must be completed within 90 days of the end of the fiscal (calendar) year.
- H. The Board shall approve all contracts into which the District enters.

1.05 PUBLIC ACCESS TO BOARD OF DIRECTORS

- A. The Board desires public input on the operations of the District and encourages such input. At each meeting of the Board and agenda item labeled "Public Comments" will appear. At this time, anyone may address the Board on any subject dealing with the operations of the District of which the Board has control. Each person may speak five minutes. The time limit may be expanded or reduced depending on the number of people wishing to address the Board.

- B. Such issues as values, exemptions, agricultural use approval, and similar topics are not a part of the Board's responsibility and should be address to the Appraisal Review Board. Likewise, tax levies are within the jurisdiction of the tax unit governing bodies and cannot be addressed by the Board.
- C. The Board may address the District budgets, expenditures, employee problems, District policies, Appraisal Review Board conduct, and property in litigation.

1.06 ACCESS BY NON-ENGLISH SPEAKING PERSONS

- A. The Board desires to hear from all citizens regarding issues with the District. The District has arranged to provide an interpreter for Spanish speaking persons. Those persons will act as interpreters for person who speak on Spanish and want to address the Board.
- B. Persons who speak other languages and do not speak English are request to contact the Chief Appraiser one week prior to the meeting. Such persons may be asked to provide their own interpreter if one cannot be located by the District.

1.07 REVIEW AND UPDATE OF BOARD POLICY

- A. Every two (2) years the Board of Directors will review and update this policy.
- B. If changes to this policy cannot wait until the next review, the Board may take action to address the needed changes.