

POLICIES OF THE  
FLOYD COUNTY CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS

ORGANIZATION

- A. The Floyd County Central Appraisal District is governed by a policy making board of five directors. Governance of the district shall be obtained by adoption of policies, which address matters within the board's jurisdiction.

ELIGIBILITY

- A. To be eligible to serve on the board, an individual must reside in the district for at least two years immediately preceding the date he/she takes office.
- B. An employee of a taxing unit in the appraisal district is ineligible to serve as a director. An exception to this provision is if an employee is also an elected official.
- C. A person is ineligible to serve as a director and is disqualified from employment as chief appraiser if the individual is related within the second degree by consanguinity or affinity to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district.
- D. A person is ineligible to serve as a director if the individual or a business entity in which the individual has a substantial interest is a party to a contract with:
  - 1. the appraisal district;
  - 2. a participating taxing unit in the district, if the contract relates to the performance of an activity governed by this title;
  - 3. an appraisal district may not enter into a contract with a member of the board of directors of the appraisal district or with a business entity in which a member of the board has a substantial interest;
  - 4. a taxing unit may not enter into a contract relating to the performance of an activity governed by this title with a member of the board of directors of an appraisal district in which the taxing unit participates or with a business entity in which the member of the board has a substantial interest.

COMPENSATION

- A. Board members may not be compensated for service on the board but may receive reimbursement for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board.

## BOARD VACANCIES

- A. In the event a vacancy occurs on the board, each taxing unit that is entitled to vote may nominate by resolution adopted by its governing body, a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 10 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

## OFFICERS OF THE BOARD

- A. The board shall elect a chairman, vice-chairman, and a secretary at the first meeting of the board each calendar year by majority vote. Each officer shall serve for one calendar year.
- B. The chairman shall preside over all board meetings. Other duties of the chairman include: (1) appointing committee members unless otherwise instructed by the board; and, (2) signing all legal instruments requiring board signature. The chairman may vote on any matter coming before the board except as prohibited by statute.
- C. The vice-chairman will perform the duties of the chairman in the absence of the chairman and assist the chairman in the performance of his duties at the chairman's request.
- D. The secretary shall sign and attest all legal instruments requiring board signature.

## MEETINGS

- A. All meetings of the board will be held in the board room of the district's office located at 104 E. California, Floydada, TX, unless a different location is designated by board action and is reflected in the notice of meeting. Meeting shall start promptly at the appointed hour or as soon thereafter as a quorum is present. The chairman may reschedule provided ten day's notice is given.
- B. The regular meeting of the board shall be held on the first Thursday of each month beginning at 9:00 A.M. Special called meetings or emergency meetings may be called by the chairman or by a majority of members.
- C. Notices of meetings shall be posted as required by the Open Meetings Act. No business shall be transacted at the meeting except that for which the meeting is called.
- D. A majority of the board members present shall constitute a quorum for the transaction of business. The act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the board.
- E. Meetings of the board shall be conducted in accordance with Robert's Rules of Order.
- F. The board shall have the authority to hold a closed or executive session without public admittance consistent with the requirements of law.
- G. An agenda and supporting materials outlining the agenda and providing explanatory information shall be prepared at the direction of the chief

- appraiser and delivered to the members of the board at least three days prior to each regular meeting.
- H. The minutes of the preceding meeting shall be approved either with or without amendments by the board as the first order of business and signed by the chairman and secretary.
  - I. The original official minutes shall be bound and maintained by the chief appraiser at the appraisal district office.

### CITIZEN PARTICIPATION

- A. The board shall be receptive to comments, and responsive to questions received from citizens concerning policy matters within the board's jurisdiction.
- B. The board shall have a designated time on the agenda in which the public may appear before the board and speak on any issue within the board's jurisdiction.

### COMPLAINT PROCESS

- A. The board will consider complaints about itself, appraisal review board selection, or any other issue (s) under the board's jurisdiction.
- B. Complaints must be presented in writing and should be addressed to the Chief Appraiser at 104 E. California, Floydada, TX 79235. Upon receipt of a complaint, the Chief Appraiser shall first determine jurisdiction. After conducting the investigation, the Chief Appraiser will inform the board of directors the results of her investigation and her recommendations with respect to the complaint (s). The Chief Appraiser will report to the board of directors with an oral or written report at each regularly scheduled board meeting on the status of all pending complaints. The board will then take the actions it may deem reasonable and appropriate to resolve a complaint.
- C. Persons submitting complaints within the jurisdiction of the board will have the opportunity to meet before the board of directors upon request.
- D. At least once each calendar quarter, the Chief Appraiser shall notify the parties to the complaint, in writing, of the status of the complaint unless such notice would jeopardize an undercover investigation. The Chief Appraiser will notify the parties when the complaint is finally resolved.

### AUTHORITY OF THE BOARD

- A. The board shall establish general policies in keeping with the requirements of state law. The board members shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instructions of the board.
- B. The board may establish committees as needed to carry out its responsibilities. Majority vote of members present will be required to establish a committee. The chairman shall appoint committee members.
- C. The statutory responsibilities of the board of directors include:
  - a) Establishment of an appraisal office (Section 6.05)

The appraisal district office is located at 104 E. California, Floydada, Texas.

- b) Appointment of a chief appraiser (Section 6.05)  
The board shall appoint a chief appraiser who will serve at the pleasure of the board.
- c) Approval of budget (Section 6.05)  
The board shall consider and adopt an annual budget by June of each year. The budget may not be adopted until written notice is given to the taxing units and the public and the board has conducted a public hearing on the proposed budget.

Based on changes to the proposed budget as approved by the board, the chief appraiser shall revise the budget and present it for final board approval as required by statute.

Once the budget is adopted, changes from one category to another in capital expenditure line items amounts exceeding \$5,000 require board approval.

- d) Annual financial audit (Section 6.063)  
The board shall contract for an annual audit by an independent certified public accountant and/or firm. A copy of the audit report shall be delivered by the chief appraiser to the presiding officers of the cities, counties and schools participating in the district.
- e) Designation of depository (Section 6.09)  
The board shall solicit bids for the district depository at least once every two years and shall designate the financial institution that offers the most favorable terms and conditions for the handling of district and agency funds.
- f) Appointment of appraisal review board (Section 6.41)  
The appraisal review board shall consist of three members who serve two year, staggered terms. An individual who has served for all or part of three consecutive terms is ineligible to serve on the appraisal review board.

Selection of members, whether new appointments or reappointments, will be based solely on qualifications and the judgment of the board of directors that the persons selected will make objective appraisal review board members.

#### OTHER DUTIES OF THE BOARD

- A. Review and evaluate reports of the chief appraiser concerning the financial status of the appraisal district and policy matters under the jurisdiction of the board.
- B. Approval of all contracts other than those for appraisal services when required by law.

PROCEDURES FOR PUBLIC ACCESS TO THE  
FLOYD COUNTY CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS

Public Access To Appraisal District Board Of Directors

It is the policy of the Board of Directors to provide the public with a reasonable opportunity to address the Board on the subject of board policies and on any other issue under the Board's jurisdiction.

At each regularly scheduled board meeting, the Chairman of the Board of Directors will announce that each person wishing to address the Board on any of the matters listed above, may do so under Agenda which is designated for comments from the general public.

Each person requesting to address the Board will be allowed a reasonable amount of time to do so. The Board may refuse to hear any person who attempts to speak on a subject unrelated to the matters listed above.

Public Access To Appraisal District Board Of Directors By Non-English Speaking Persons

If a person is non-English speaking and wishes to address the Board, he/she should contact the Chief Appraiser. Spanish speaking persons should notify the Chief Appraiser in writing at least five business days prior to the meeting so that arrangements for an interpreter may be made. Persons speaking a foreign language other than Spanish should notify the Chief Appraiser at least ten working days prior to the meeting so that arrangements for an interpreter may be made.

Public Access To Appraisal District Board Of Directors By Physically Disabled Persons

The following measures have been taken by the Floyd County Central Appraisal District to ensure that the District's office where the Board of Directors' meetings are held are accessible to persons in wheelchairs and other persons with physical disabilities that affect their mobility.

- designated parking space for handicapped persons located west of the Appraisal District office
- necessary ramps and railings have been installed

PROCEDURES

If other arrangements need to be made in order to allow reasonable access to the Board of Directors, the Chief Appraiser should be notified in writing at least ten business days prior to the meeting. The notice should describe the person's disability and how it prevents the person from having access to the Board.

Upon receipt of such notice the Chief Appraiser shall determine what other means (such as a speaker phone) are available for providing the person access to the Board of Directors. The Chief Appraiser shall then notify the person of the action to be taken.

### Public Access To Appraisal District Board Of Directors By Persons With Mental & Developmental Disabilities

If a person has a mental or developmental disability and would like to address the Board, the Chief Appraiser should be notified in writing at least ten business days prior to the meeting. Upon receipt of such notice, the Chief Appraiser will make proper arrangements by obtaining assistance from outside resource centers such as Mental Health Mental Retardation Center, Lubbock Community Services for the Deaf and Texas State Commission for the Blind.

### Complaints: Processing & Resolving

The Board of Directors will consider complaints about itself, the Appraisal District, the Appraisal Review Board, or the Chief Appraiser if the action, which is the subject of the complaint, was taken in such person's official capacity. Complaints may be filed by any owner of taxable property in the Appraisal District.

Complaints may address any matter under the jurisdiction of the Board of Directors. Complaints may not be addressed to any of the grounds for protests before the Appraisal Review Board, or to any matters under the jurisdiction of the Chief Appraiser.

Complaints must be presented in writing and should be addressed to the Chief Appraiser at P.O. Box 249, Floydada, Texas 79235. In response to each complaint received, the Chief Appraiser will investigate the validity of the complaint. After conducting the investigation, the Chief Appraiser will inform the Board of Directors of the results of her investigation and her recommendation with respect to the complaint (s).

### PROCEDURES

The Board may then take any lawful action (s) it deems reasonable and appropriate to resolve a complaint. If there are no pending complaints, the Chief Appraiser will not be required to make a report to the Board. Persons submitting complaints will have the opportunity to meet before the Board of Directors upon request.

The Board's deliberations at its meetings with respect to complaints shall occur in open session or executive session as authorized by the Texas Open Meeting Act, Article 6252-17 Tex. Rev. Civ. Stats.

At least once each calendar quarter, the Chief Appraiser shall notify the parties to the complaint, in writing, of the status of the complaint unless such notice would jeopardize an undercover investigation. The Chief Appraiser will notify parties when the complaint is finally resolved.

## Examples Of Matters Under The Jurisdiction Of The Board Of Directors

Examples of matters under the jurisdiction of the Board of Directors as set out in Section 6.03 of the Texas Property Tax Code are as follows:

- 1) establishment of an appraisal office;
- 2) appointment of chief appraiser;
- 3) approval of budget;
- 4) appointment of appraisal review board;
- 5) establish general policies regarding the operation of the appraisal district.

## Examples Of Matters Under The Jurisdiction Of the Appraisal Review Board

Examples of matters under the jurisdiction of the Appraisal Review Board as set out in Section 41.41 of the Texas Property Tax Code are as follows:

- 1) determination of the appraised value of his property;
- 2) unequal appraisal of his property in comparison to median level of appraisals of other property in the appraisal district;
- 3) inclusion of his property in the appraisal records;
- 4) denial in whole or part of a partial exemption.

## Examples Of Matters Under The Authority Of The Chief Appraiser

Examples of matters under the authority of the Chief Appraiser as set out in Section 6.05 (c), (d) and (e) are as follows:

- 1) chief administrator of the appraisal office;
- 2) employs and compensates professional, clerical and other personnel as provided by the budget;
- 3) delegation of authority to his/her employees;
- 4) accountable to the Board of Directors in the discharge of duties and responsibilities.

## Distribution Of Public Information About The Appraisal Process, Protest Procedures and Related Matters

The Chief Appraiser will provide information and materials designed to assist property owners in understanding the appraisal process, protest procedures and other appraisal district related matters. Such information will be available at the Appraisal District office.