

CAD BOARD OF DIRECTORS POLICIES AND PROCEDURES

POLICY MANUAL

BOARD OF DIRECTORS

MAVERICK COUNTY APPRAISAL DISTRICT

Revised: April 10, 1991

ARTICLE I

OFFICERS

- 1.1 **ELECTION, TERM, COMPENSTION**: The swearing in of newly elected Board members will take place on the first board meeting of the year, after an election. The Board shall elect a Chairman and Secretary at the first meeting of the Board each calendar year. (6.04(a)). Each officer shall serve for one calendar year. Board members may not be compensated for service on the Board but may received reimbursement for actual and necessary expenses incurred in the performance of their duties (6.04(c)).
- 1.2 **CHAIRMAN**: The Chairman shall preside over all meeting of the Board. The Chairman shall call special meeting of the Board (6.04(b)). The Chairman has the authority to appoint chairmen and members of standing and/or special committees when necessary. The Chairman shall have such other powers and duties as may from time to time be prescribed by the Board.
- 1.3 **SECRETARY**: The Secretary shall attend all meetings of the Board and record all of the proceedings. The Secretary shall give notice of all meetings of the Board, will act as Chairman in the absence of the Chairman and shall perform such other duties as may be prescribed by the Board.
- 1.4 **VACANCIES**: Should the office of Chairman or Secretary become vacant the new Chairman or Secretary shall be elected by a majority vote of the Board of Directors at its next regular meeting.

ARTICLE II

MEETING OF THE BOARD OF DIRECTORS

- 2.1 **PLACE**: Meetings of the Board, regular or special, must be held within the District's boundaries at a public place capable of accommodating the expected attendance. The place of the meetings shall be set by the Chairman, unless set by a vote of the members of the Board.
- 2.2 **REGULAR MEETINGS**: Regular meeting shall be held, upon notice, at 12:00 P.M. (noon) on the second Tuesday of each month or from time to time as determined by the Board.

- 2.3 **MINUTES**: Questions relating to minutes should be directed to the Chief Appraiser prior to the Board Meeting in order to expedite the obtaining of information needed to properly answer the questions.
- 2.4 **SPECIAL MEETINGS**: Special meetings of the Board may be called by the Chairman of the Board (6.04(b)). Special meetings must be called by the Chairman or Secretary upon (written) request of at least 3 members of the Board.
- 2.5 **QUORUM**: At all meetings of the Board a majority of the members of the Board shall constitute a quorum for the transaction of business (6.04(a)). The act of majority of the Directors present at any meeting at which there is quorum shall be the act of the Board.
- 2.6 **NOTICE OF MEMBERS OF THE BOARD**: Members of the Board shall be notified at least 3 days in advance of special meetings of the Board.
- 2.7 **RULES**: Meetings of the Board shall be conducted generally in accordance with Robert's Rules of Order.
- 2.8 **BUDGET HEARINGS**: Each year, the Board shall receive from the Chief Appraiser a budget in accordance with Section 6.06 of the Property Tax Code; the Board shall meet to consider the budget. The Secretary of the Board shall deliver to the presiding officer of the governing body of each taxing unit participating in the District not later than the tenth (10th) day before the date of the hearing, a written notice of the date, time and place fixed for the hearing.
- 2.9 **APPRAISAL DISTRICT BOARD MEETINGS**: Every meeting of the Board shall be open to the public. The Board may enter into closed or executive session, as provided by law.
- 2.10 **AGENDA**: Agenda items to come before the Board will be closed at 5:00 P.M. on the Wednesday preceding the scheduled monthly meeting. On special meetings the request to appear before the Board or on the agenda shall be made no later than 5:00 p.m. on the Wednesday preceding the scheduled meeting.

Written notice of the date, hour, place and subject (agenda) of each meeting of the Board shall be given as follows:

An official notice of the meeting shall be posted at least seventy-two (72) hours prior to the meeting.

In the case of an emergency or urgent public necessity, notice will be posted at least two (2) hours before the meeting is convened, such notice will be posted on the door of the District's office. No action shall be taken at a meeting on a subject which was not stated on the agenda in the notice and posted for that meeting.

However, the requirement for notice does not apply to specific factual information or recitation of existing policy furnished in response to an inquiry made at such meeting by the general public or a member of the Board. Any deliberation, discussion, or decision with respect to the subject about which such inquiry was made shall be limited to a proposal to place such subject on the agenda for a subsequent meeting for which notice is provided as required by law.

- 2.11 **NO VOTE**: Shall be taken by secret ballot.
- 2.12 **THE TIME**: For Special and Emergency Meetings of the Board shall be as stipulated in the notice for the meeting.
- 2.13 **THE CHIEF APPRAISER**: Must be notified of all agenda items.
- 2.14 **EMERGENCY MEETINGS**: Shall be called only for bona fide emergencies which cannot reasonably be postponed until a special or regular meeting.
- 2.15 **EXECUTIVE SESSIONS**: As conditions warrant, and in conformity with the requirements of the law, the Board of Directors may recess to an executive session which shall be open to individuals specified by the Chairman of the Board of Directors. An executive session may be called by the Board Chairman or by a majority of the members of the Board of Directors.

ARTICLE III

GENERAL PROVISIONS

- 3.1 **AMENDMENT**: These rules may be altered, amended or repealed and new rules adopted by the Board at any meeting of the Board at which a quorum is present, provided notice of the proposed alteration is contained in the notice of the meeting.
- 3.2 **NOTICE**: Any notice to a member of the Board may be in writing or by telephone.
- 3.3 **MINUTES**: Minutes shall be kept of all proceedings of the Board and shall be kept in the possession of the Appraisal District. If the Secretary is not present at any meeting of the Board, the presiding officer shall designate another member to be responsible for keeping the minutes at that meeting. The actual recording and transcription of the proceedings of any meeting may be delegated to clerical staff.

3.4 **PURCHASE**: Before purchasing any item of twenty-five thousand dollars (\$25,000) or more the District shall advertise for bids and submit the bids to the Board of Directors for consideration. (Section 6.11)

3.5 **CHECKS**: The Chief Appraiser is authorized to sign any checks up to the amount of \$1,000, with no co-signature. Any check above that amount must be co-signed with any one Board Member.

3.6 **BOARD POLICY DEVELOPMENT**: No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

The Board shall designate one copy of the policy manual as the Official Policy Manual of the District. The official copy shall be kept in the chief appraiser's office, and the chief appraiser or designee shall be reasonable for its accuracy and currency. If discrepancies occur among different copies of the manual distributed throughout the District, the version contained in the Official Policy Manual shall govern.

3.7 **BOARD POLICIES**: Board policies shall consist of written statements officially adopted by the Board of Directors to serve as guidelines for administrative action.

The statements shall be specific enough to give clear direction and guidance to the Chief Appraiser and his staff but broad enough to allow for the use of administrative skills and discretion in decision making. The affirmative vote of a majority of Board Members shall be necessary to effect the adoption of, additions to, changes in, or deletions from policies.

The adoption of a policy shall be recorded in the minutes of the Board of Directors and only those written statements as adopted and so recorded shall be regarded as Official Board Policy.

3.8 **BOARD MEMBER AUTHORITY**: Board Members have no authority except when functioning as a member of the Board in an official meeting. No individual member of the Board may exercise authority with respect to the operation of the District or services of District employees by virtue of his status as Board Member.

3.9 **BOARD MEETINGS – DISCUSSIONS**: Discussions should be addressed to the Chairman of the Board of Directors and then to the entire membership of the Board. Discussion shall be directed solely toward the business currently under deliberation, and the Board Chairman shall halt discussion (1) which does not apply to the business before the Board, or (2) if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the Chairman shall not interfere with discussion as long as members wish to address themselves to an item under consideration.

- 3.10 **BOARD MEETINGS – BOARDCASTING AND TAPING:** Any part of a Board Meeting, except an executive session, may be recorded by any person in attendance by means of a tape recorder or any other means of sonic or video reproduction.
- 3.11 **FRAUDULENT APPLICATIONS:** Procedures for taking legal action against anyone filing a fraudulent application of exemptions, special valuations and renditions:
- Have the individual(s) who have knowledge of the property in question, sign an affidavit stating that the person’s property was/is not being used for the purpose indicated on the application.
 - The Chief Appraiser shall request authorization from the Board of Directors to present the sign affidavit to a County or District Attorney for consultation concerning possible criminal prosecution;
 - Recall the Appraisal Review Board and ask to re-determine or examine the property owner’s application(s) and given the property owner a chance to defend his application(s).
- 3.12 **GENERAL:** The Texas Property Tax Code, Texas State Constitution and all other laws of this State take precedence over any rules adopted by the Board of Directors.

ARTICLE IV

PUBLIC ACCESS TO BOARD OF DIRECTORS

- 4.1 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 the policies and procedures of the appraisal district and the appraisal review board and on any issue under the board’s jurisdiction. Generally, the board’s statutory duties are:
- (a) Adopting the district’s annual operating budget;
 - (b) Contracting for necessary services;
 - (c) Hiring the Chief Appraiser and assigning responsibilities to the position;
 - (d) Making general policy regarding the operation of the Appraisal District.
 - (e) Appointing Appraisal Review Board members;
 - (f) Temporary Replacement of Appraisal Review Board member
 - (1) Pursuant to Section 41.66(g) of the Property Tax Code, the Board of Directors shall appoint temporary replacements of a current member of the Appraisal Review Board if a violation of Section 41.66(f) occurs. The temporary replacement shall be appointed for a two year term. *(Proposed May 13, 1992).*

At each regularly scheduled meeting on the second Tuesday of each month at 12:00 P.M. (noon) during the "recognition of visitors", the chairman of the board shall announce that each person wishing to address the board on such policies, procedures or issues may have five (5) minutes in which to do so. If a large number of persons wish to speak to the board, the board may vote to reduce each person's time for speaking as may be reasonably necessary to allow the board to complete its business and adjourn the meeting at a reasonable time. The board may refuse to hear any person who attempts to speak on a subject unrelated to the policies and procedures of the appraisal district or the appraisal review board and unrelated to any other issue under the board's jurisdiction. (Refer to Sec. 6.04(d), Tax Code).

If a person who does not speak English or who communicates thru sign language wishes to address the board at a meeting, and that person is unable to provide an interpreter, the individual should notify the Chief Appraiser in writing at least seven (7) business day prior to the meeting, and earlier if possible. Upon receiving such a notice, the Chief Appraiser shall arrange to have an interpreter at the meeting (Refer to Section 6.04(e), Tax Code)

If a person has a disability and needs assistance to enter the appraisal district office building and board room, the individual should notify the Chief Appraiser in writing at least seven (7) business day prior to the meeting (Refer to Section 6.04(e), Tax Code).

- 4.3 **POLICIES AND RESOLVING COMPLAINTS:** Consideration will be given to written complaints on any matter within the jurisdiction of the Board of Directors, except that a complaint may not be addressed on the grounds for a challenge by a taxing unit and protest before the appraisal review board as set out in Section 41.03 and 41.41 of the Property Tax Code.

The Board of Directors will respond to written complaints about the Policies and Procedures of the Appraisal District, Appraisal Review Board, and the Board of Directors:

CORRESPONDENCE SHALL BE MAILED TO:

**CHAIRMAN, BOARD OF DIRECTORS
MAVERICK COUNTY APPRAISAL DISTRICT
P O BOX 2628
EAGLE PASS, TEXAS 78853-2628**

At each regularly scheduled meeting, the Chief Appraiser shall delivery by written or oral report the nature of complaints and the status of resolution.

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. Texas Rev. Civ. Stats.

At least quarterly and until final disposition of the complaint, the Board shall notify the parties to the complaint of its status unless notice would jeopardize an undercover investigation (Section 6.04(9), PTC).

ARTICLE V

PERSONNEL POLICY

- 5.1 **PERSONNEL POLICIES**: The Board shall adopt a personnel policy.

POLICY

MAVERICK COUNTY APPRAISAL DISTRICT

REAPPRAISALS IN MAVERICK COUNTY

Reappraisals of all taxable property within the MAVERICK COUNTY APPRAISAL DISTRICT shall be conducted as mandated by the Texas Property Tax Code or whenever deemed necessary by the Chief Appraiser. Such reappraisals shall be conducted in compliance with the Property Tax Code and shall be conducted at regular intervals.

APPROVED and **ADOPTED** on this the **13th** day of **January 1993**, by the Maverick County Appraisal Board of Directors.

JOB DESCRIPTION FOR THE CHIEF APPRAISER

JOB DESCRIPTION

MAVERICK COUNTY APPRAISAL DISTRICT

CHIEF APPRAISER

DUTIES AND RESPONSIBILITIES:

The Chief Appraiser is the Chief Administrative and Executive Office of the district. Incumbents are responsible to the Board of the District for proper administration of all District Affairs assigned to the Chief Appraiser by State Law, Chapter, Ordinance, or Board of Directors.

1. Sole Authority on personnel (subject to positions being previously approved and budgeted for by the Board of Directors).
2. Performs administrative tasks required to maintain executive control of the functions of the Appraisal Office.
3. Prepares policy and procedural proposals for review and adoption by the District Board.
4. Prepares and document budgets for review and adoption by the Board of the District.
5. Monitors executive of the Budgets during the Budget Period.
6. Has the authority to enter in to contract with the approval of the board.
7. Attends meetings of the District Board to receive instructions and policy.
8. Attends schools, seminars and meetings that will directly or indirectly improve the capacity to administer the Appraisal Office.

QUALIFICATIONS:

EDUCATION: Minimum of Bachelors Degree from an accredited university or college.

EXPERIENCE: Three to five years of proven increasingly responsible experience as an Administrator.

KNOWLEDGE: Phases of administrative methods that include establishment of policies and procedures concerning Personnel, Budgeting, expediting workloads, accounting and financial matters.

SKILL: Ability to study, evaluate and interpret procedures and policy that should determine the most appropriate actions to be taken.

ABILITY: Plain organize and evaluate personal actions and actions of others.

EVALUATION INSTRUMENT FOR THE CHIEF APPRAISER

**MAVERICK COUNTY APPRAISAL DISTRICT
CHIEF APPRAISER EVALUATION/DEVELOPMENT PROGRAM**

The Chief Appraiser of the Maverick County Appraisal District promotes an environment of integrity, trust and respect to make absolutely certain that everyone is treated consistently, regardless of the diversities that may exist. This dynamic holds true between the Chief Appraiser and the Board of Directors.

Ideally, as the board meets monthly, continual discussions and perspectives are mutually exchanged throughout the year to gain objective feedback about the internal workings of the appraisal district.

The Board of Director monthly meetings are used for assessing the current working environment to:

- Establish and maintain a positive and productive working environment
- Capitalize on strengths and identify leadership and organizational improvement priorities based on objective data gained through systematic feedback;
- Translate dissatisfaction into an opportunity for change and improvement;
- Build into the system, quality assurance and quality control measures.

The purpose of the evaluation review is primarily to measure the chief appraiser's performance. This can be measured against a previously defined benchmark or expected responsibilities. The main goal of this evaluation is to provide feedback, help an employee grow and maintain an understanding between the chief appraiser and board of directors.

Enhancing leadership effectiveness is based on the premise that all leaders can and should grow professionally. The chief appraiser evaluation should highlight leadership and organizational strengths as well as important improvement priorities.

To assist the Chief Appraiser in fulfilling his obligation to the Board and District, it is desirable to help identify performance strengths and weaknesses. An evaluation form is attached that lists duties commonly associated with this position. The performance standards to be used will be:

1. Exceeds what is expected
2. Meets job requirements
3. Needs improvement

Please rate accordingly those item listed on the attached pages. Space has been provided at the end of the evaluation form for your comments.

Relationship with Board

- _____ Keeps the Board of Directors informed
- _____ Presents financial information in a complete and understandable format.
- _____ Supports Board policy and action to the board, staff and community.
- _____ Agenda items are presented and explained clearly and knowledgeable
- _____ Utilizes information and logic to develop course action and best strategy for a given situation.
- _____ Takes action in a timely manner
- _____ There is a good balance between time spent in the office and in other responsibilities within and outside the District.
- _____ Attends and participates appropriately in all meetings of the board.
- _____ Keeps the Board informed on issues, needs and operation of the Appraisal District.

PERSONNEL

- _____ The Chief has the respect and cooperation on the staff
- _____ The Chief is honest and ethical
- _____ Accepts responsibility for maintaining liaison between the Board and personnel; works toward understanding between staff and Board.
- _____ Encourages self improvement thought professional experiences; meeting, classes, etc.
- _____ Promotes spirit of teamwork

ORGANIZATION

- _____ Organizes work material and personnel to provide maximum efficient use
- _____ Makes short-range plans to accomplish needed action
- _____ Sets priorities and allocates time and resources properly.
- _____ The Chief Anticipates future needs and acts to meet those in an orderly way.

DUTIES/RESPONSIBILITIES

- _____ Understands and keeps informed regarding all aspects of Appraisal District operations and responsibilities.
- _____ Oversees the administration of exemptions, renditions, valuation of all property and equalization of values in accordance with the Property Tax Code.
- _____ Prepares all appraisal records and presents them to the Appraisal Review Board in accordance with the Property Tax Code.
- _____ Notifies each taxing unit of the total value within the taxing unit and of values of individual properties within the taxing unit
- _____ Defends values against challenges by taxing units and taxpayers before the ARB
- _____ Contracts as necessary for the appraisal of specified categories of property or for complete reappraisals of property as provided for by the property tax code.
- _____ Maintains and continues to upgrade as necessary the District's computer services and system of maps

BUSINESS AND FINANCE OF AN APPRAISAL DISTRICT

- _____ Evaluates financial needs and makes recommendations for adequate financing of the District's operations
- _____ Determines that funds are spent in accordance with the adopted budget

_____ Determines that adequate accounting procedures and records are maintained and that external auditors' recommendations are implemented.

_____ Provides adequate information to the Board on all financial matters

COMMUNICATION & COMMUNITY RELATIONSHIP

_____ Speaks effectively to large and small groups, expressing ideas in a logical, forthright manner.

_____ Prepares and submits timely, accurate reports required by the Board or other agencies

_____ Responds to questions and requests; actively listens to a conversation or discussion; shares information openly and frequently.

_____ Develops cooperative relationship with taxpayers and others

_____ Develops cooperative relationship with news media

_____ Works effectively with the public and private agencies that come in contact with the CAD

_____ Strives to put forth a positive environment and positive image of the CAD and its purpose

_____ Maintains the health and energy necessary to meet the responsibility of the position

_____ Maintains neat appearance and is well groomed

_____ Maintains acceptable moral character and a friendly disposition

Chairman – Board of Directors

Chief Appraiser

Date

Date