

Hutchinson County
Appraisal District
Board of Directors Manual

GENERAL RULES OF ORDER AND PROCEDURE

1.01 General Provisions

- (A) The Hutchinson County Appraisal District Board of Directors is established pursuant to the authority contained in the Texas Constitution and the Texas Property Tax Code.
- (B) The Board of Directors consists of five members elected by the eligible taxing units of the District. The election procedure prescribed in Chapter 6 of the Property Tax Code occurs in the last three months of odd numbered years.
- (C) The Board members are elected for two-year terms beginning January 1 in even numbered years.
- (D) Board members must have been continuous residents of the District for the preceding two years. No employee of any taxing unit is eligible to serve on the Board. The County Tax Assessor automatically serves as a nonvoting director if they have not been appointed to the board of directors to serve as a voting director.
- (E) Board members must take the prescribed oath of office before acting in an official capacity.

1.02 Organization, Meetings and Compensation

- (A) A majority of the Board constitutes a quorum.
- (B) The Board shall, at its first meeting of each calendar year, elect a Chairperson, Vice Chair-person and Secretary. The staff of the Appraisal District will perform the clerical responsibilities of the Secretary if so designated.
- (C) The Board may meet at any time at the call of the Chairperson, but may not meet less often than once each quarter.
- (D) All Board meetings shall be in compliance with the Texas Open Meetings Act, Texas Government Code, Section 551.001, et seq.

- (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) Board members are entitled to reimbursement of expenses, including travel mileage to and from meetings out of town and food and lodging expenses while attending District related meetings.
- (G) While Board meetings are open to the public, no one may disrupt the proceedings. Anyone who does so shall be cautioned regarding the consequences. As a final result, a disruptive person may be ejected from the meeting room. 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. (Section 42.02, Texas Penal Code)

1.03 Personnel

- (A) One of the principal functions of the Board is the selection of the Chief Appraiser. The Chief Appraiser is responsible for all other staff positions.
- (B) The Board may employ legal counsel for the handling of legal issues, contracts, litigation involving values and the collection of delinquent taxes under Section 33.07, Property Tax Code.

1.04 Board Functions and Duties

- (A) The Board shall meet at least once each quarter to direct the activities of the District.
- (B) The Board shall select a Chief Appraiser to administer the policies of the Board and the laws of the State of Texas.
- (C) The Board shall approve all acquisitions or real estate and capital purchases of the District.
- (D) The Board shall approve the annual budget of the District.
- (E) The Board shall provide for an annual audit of the books and records of the District and shall ensure that audit deficiencies are addressed.
- (F) The Board shall be responsible for the approval of all contracts for the District.

1.05 Public Access to the Board of Directors

- (A) The Board encourages public input on the operations of the District. At each meeting of the Board, an agenda item labeled "Public Comment" 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 address the Board for 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 property values, exemptions, agricultural use approvals and similar topics are not part of the Board's responsibilities and should be addressed to the Appraisal Review Board. Likewise, issues such as tax rates, tax amounts, types of property to be taxed, etc., are within the jurisdiction of the taxing units and cannot be addressed by the Board.
- (C) The Board can address the District Budget, expenditures, employee issues, District policies, Appraisal Review Board conduct and property litigation.

1.06 Access to the Handicapped

- (A) The Board desires to hear from the physically handicapped and has made available handicapped parking in the front of the building. Building entrances have ground level access. Doorways and hallways are of sufficient width for wheelchair accessibility.
- (B) In addition, the staff is instructed to provide assistance to all handicapped persons.

1.07 Access by Non-English Speaking Persons

- (A) The Board desires to hear from all citizens with concerns about the Appraisal District. Persons who do not speak English may provide their own interpreter or may contact the District to have an interpreter available for meetings.