

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

**1.01 GENERAL PROVISIONS**

- A. The Central Appraisal District of Shackelford County Board of Directors is established pursuant to 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 Shackelford 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 been 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.

**1.02 ORGANIZATION, MEETINGS, AND COMPENSATION**

- A. A majority of the Board constitutes a quorum. If a vacancy exists on the Board, 3 members 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 Chief Appraiser, the Chairperson or any two of the members of the Board.
- D. All Board meetings shall be in compliance with the Texas Open Meetings Act, Article 6252-17, Vernon's Texas Civil Statutes.
- E. The Board will conduct all its business in accordance with the procedures contained in Roberts 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 the Texas Open Meetings Act.
- H. Board Members are entitled to reimbursement of expenses including travel mileage to and from the meeting, food and lodging while attending District related meetings, 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 selection 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, litigation involving values, and the collection of delinquent tax under Section 33.07 of the Property Tax Code if authorized to do so by the tax units for which the District collects.

### **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 select a Chief Appraiser to administer the policies of the Board and the laws of the State of Texas.
- C. The Board shall name members to the Appraisal Review Board as authorized in Chapter 6 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 \$1000.
- 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.
- 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, an agenda item labeled "Citizen Communication" 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 addressed 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. Persons who speak other languages and do not speak English are requested 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.

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Date

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Chairperson