

CHAPTER 21—BOARD OF DIRECTORS

21.1 APPOINTMENT

The Board of Director members are appointed by a voting taxing unit election each odd numbered year. The members serve for a two (2) year term beginning on even numbered years. The members may resign or be replaced as allowed by law. The Board of Directors may fill any vacancy on the Board as allowed by law. All members must meet the requirements of law.

21.2 BOARD OFFICERS

The Board members will elect Board Officers at the beginning of each term or at the discretion of the members. The officer positions are:

Chairman
Vice-Chairman
Secretary

21.3 BOARD MEETINGS

State law requires the Board to meet at least once each calendar quarter. The Board may meet, at any time, at the call of the Board Chairman.

21.3.1 **MEETING TIME:** Regular meetings of the Board shall be held on the last Thursday of each month at 6:00 p.m. When determined necessary and for the convenience of Board Members, the Board Chairman may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

21.3.2 **SPECIAL OR EMERGENCY MEETINGS:** The time and place of special and emergency meetings shall be as set out in the notice for the meeting. The Board Chairman shall call special meetings at his/her discretion or on request by two members of the Board. The Board Chairman shall call an emergency meeting when it is determined by the Board Chairman or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

21.3.3 **AGENDA DEADLINE:** The deadline for submitting items for inclusion on the agenda is noon of the tenth (10th) calendar day before regular meetings to allow administration to prepare documentation.

21.3.4 **PREPARATION:** In consultation with the Board Chairman, the Chief Appraiser shall prepare the agenda for all Board meetings. Board Members must submit a request to the Board Chairman and Chief Appraiser that a subject be included on the agenda for a regular meeting. Before the official agenda is finalized for the regular Board meeting, the Chief Appraiser shall consult the Board Chairman to ensure that the agenda and the topics included meet with the Chairman's approval. In reviewing the preliminary agenda, the Chairman shall ensure that any

topics the Chairman or any member have requested to be placed on the meeting agenda to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairman shall not have authority to remove from the agenda a subject requested by a member without that member's specific authorization.

- 21.3.5 **POSTING/DISTRIBUTION**: Agendas of all Board meetings shall be posted at the appraisal office and on the website. The Chief Appraiser's designee shall distribute the agenda to all taxing units and tax collectors.
- 21.3.6 **NOTICE TO MEMBERS**: Members of the Board shall be given notice of regular and special meeting at least 72 hours prior to the schedule time of the meeting and at least two hours prior to the time of an emergency meeting.
- 21.3.7 **CLOSED MEETING**: Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.
- 21.3.8 **ORDER OF BUSINESS**: The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
- 21.3.9 **VOTING**: Each Board member's vote, or failure to vote, shall be recorded in the following manner:
1. Unanimous, when all vote "aye".
 2. Number of persons who vote "aye".
 3. Number of persons who vote "nay".
 4. Number of persons abstaining.

If at a regular meeting a motion ends in a tie vote, only by a majority vote of all members present can this motion be considered in a second regular meeting.

- 21.3.10 **MINUTES**: Board action shall be carefully recorded by administrative staff. When approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Chairman and the Secretary of the Board. The official minutes of the Board shall be retained on file in the office of the Chief Appraiser and shall be available for examination during regular office hours.
- 21.3.11.1 **DISCUSSIONS AND LIMITATION**: Discussions shall be addressed to the Board Chairman and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairman shall halt discussion that does not apply to the business before the Board. The Board Chairman shall also halt discussion 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 debate so long as members wish to address themselves to an item under consideration.

21.3.12 **PAGERS AND CELLULAR PHONES**: Board members shall turn off all electronic devices, including pagers and cellular phones, during open or closed sessions.

21.4 OPEN MEETINGS

The Board must meet the provisions of the Open Meetings Act. Notice of the meetings will be sent to the tax collectors for each taxing unit within Webb County.

21.5 PARLIAMENTARY PROCEDURES

Board meetings will be conducted under the parliamentary rules and protocol of Robert's Rules of Order, Newly Revised, 10th Edition until such time as a newer edition is released.

21.6 MEETING PLACE

The official meeting location for the Board meetings is the Board Room of the Webb County Appraisal District, 3302 Clark Boulevard, Laredo, Texas. As needed, the Board may change the meeting location for whatever reason the Board may deem necessary.

21.7 RESPONSIBILITIES

The major responsibilities of the Board are to:

- Establish the appraisal office
- Appoint the Chief Appraiser
- Appoint the Appraisal Review Board
- Appoint a Taxpayer Liaison Officer
- Make general policy for the District
- Provide for necessary services
- Adopt the appraisal district budget

CHAPTER 18—TAXPAYER LIAISON OFFICER

In accordance with the State of Texas Property Tax Code, Section 6.052, Appraisal Districts in counties with a population of 125,000 or more, a taxpayer liaison officer (TLO), who shall serve at the pleasure of the Board, must be appointed by the Board of Directors.

The legislature created the position to improve the Appraisal District's relationship with the public; therefore, to achieve the legislature's intent, the TLO must be credible, knowledgeable, responsive to the public, and have no conflicting interests.

Statutory duties include:

1. Administering the public access functions required by Sections 6.04(d), (e), and (f), and responsibility for resolving disputes not involving matters that may be protested under Section 41.41. (The code limits these disputes that a TLO can settle to complaints against the Board of Directors, the Chief Appraiser, or CAD employee.)
2. Reporting to the Board at each meeting on the status of all complaints filed with the Board under Section 6.04 (g). (Such reports may either be oral or in writing and shall include the nature of complaints and the status of resolution; however, a written report is also required by the Board, if the initial report is oral. Better accountability can be maintained if reports are in writing, and the Board can track if complaints are varied or repeated. This will allow for equitable solutions to be reached.)
3. May provide information and materials designed to assist property owners in understanding the appraisal process, protest procedures, and related materials.

The Taxpayer Liaison Officer is in a prime position to help build an effective working relationship between the Appraisal District and the public it serves.

Taxpayer Liaison Officer is preferred but not required to be bilingual (English and Spanish).