

# CONCHO CENTRAL APPRAISAL DISTRICT

## BOARD POLICY

Approved on October 20, 2020

APPRAISAL DISTRICT  
PUBLIC INFORMATION  
FUNCTIONS OF THE BOARD OF DIRECTORS  
AND  
PUBLIC COMPLAINT RESOLUTION  
TEXAS TAX CODE, SECTION 6.04 (1)  
  
PUBLIC ACCESS POLICIES FOR MEETINGS OF  
APPRAISAL DISTRICT  
BOARDS OF DIRECTORS  
AND  
GENERAL POLICY OF THE BOARD OF DIRECTORS AND APPRAISAL DISTRICT

As required by Section 6.04, Texas Tax Code

## **FOREWARD**

Concho Central Appraisal District is a political subdivision of the State of Texas created by the Texas Legislature through enactment of the Texas Tax Code in 1979 and for the first time created county-wide appraisal of property for ad valorem taxation. This function was assigned to appraisal districts pursuant to Chapter 6 of the Code.

The District's primary responsibility is to develop each year an appraisal roll for use by taxing units in imposing ad valorem taxes. Beginning in January 2008, the geographic boundaries of that responsibility will be the same as Concho County's boundaries. In past years, some taxing units that lie in part in adjoining counties had the District appraise all of their property, including property outside Concho County.

## **MISSION STATEMENT**

It is the mission of the District Board of Directors to establish general policies in keeping with the requirements of state law and adherence to the dictates of the Texas Property Tax Code (hereafter referred to as Tax Code). It is charged with the responsibility to provide uniform and equal appraisal of all property within its boundaries and to develop an annual appraisal roll for use by the taxing jurisdictions.

Our mission is to courteously and efficiently serve the property owners and taxing units of Concho County by timely producing an accurate, complete, and equitable appraisal roll.

We expect excellence in the services we provide, and recognize that excellence is achieved through individual and team effort on the part of well-trained, motivated personnel. Accordingly, we are committed to creating and maintaining a work environment that provides and supports innovation and change as essential to effective performance in a constantly changing society.

The Board of Directors governs Concho Central Appraisal District. The Board's primary duties are to select the chief appraiser, to adopt the annual budget, appoint members to Concho County Appraisal Review Board, and to ensure that the district follows policies and procedures set by law. The Board does not appraise property or make decisions that affect the appraisal records for particular properties.

## **ORGANIZATION OF THE BOARD OF DIRECTORS**

### **1. APPLICABILITY**

These by-laws shall apply to all directors, officers and employees of the Concho Central Appraisal District (herein called district), except in those instances when they are in conflict or contrary to federal, state or local laws, in which case those laws will supersede the by-laws herein stated.

### **2. ESTABLISHMENT OF THE APPRAISAL DISTRICT FOR CONCHO COUNTY**

The Appraisal District of Concho County was established according to the Texas Property Tax Code, Section 6.02.

### **3. PURPOSE OF THE APPRAISAL DISTRICT**

The Concho Central Appraisal District appraises taxable property for the county, cities, school districts and special districts that levy property taxes within the district's boundaries. The district also collects property taxes for the jurisdictions. The district appraises and collects for approximately 9,200 property parcels annually. The district also administers exemptions and special appraisals, such as productivity valuation of qualified agricultural land, and determines the taxable situs of property. The chief executive officer of the appraisal district is the chief appraiser.

### **4. NAME**

The name shall be Concho Central Appraisal District.

### **5. FUNCTIONS OF THE BOARD OF DIRECTORS**

The Texas Legislature enacted the Tax Code in 1979 and for the first time created countywide appraisal of property for ad valorem taxes. The function was assigned to appraisal districts pursuant to Chapter 6 of the Texas Property Tax Code.

The board shall develop and implement policies that provide the public with reasonable opportunity to appear before the board to speak on any issue under the jurisdiction of the board. Texas Property Tax Code, Sec.6.04(d).

The board shall prepare and maintain a written plan that describes how a person who does not speak English or who has a physical, mental or developmental disability may be provided access to the board. Texas Property Tax Code, Sec.6.04(f).

The board shall prepare information of public interest describing the functions of the board and the board's procedures by which complaints are filed with and resolved by the board. The board shall make the information available to the public and the appropriate taxing jurisdictions. Texas Property Tax Code, Sec. 6.04(f).

Governance of the districts was given to a board of directors. The members may not receive compensation for service on the board, but are entitled to reimbursement for actual and necessary expenses. Specific responsibilities of the board of directors is:

1. Appointing the chief appraiser.
2. Contracting with other appraisal offices, taxing units or private firms to perform appraisal functions;
3. Adopting annual budgets for the operation of the district before September 15th.
4. Determining a method of financing the annual budget based on cost allocation among taxing units;
5. Purchasing or leasing real property, as well as constructing improvements to establish the appraisal district office;
6. Ensuring preparation of annual audits by certified public accountants;
7. Selecting a financial institution through bid solicitations;
8. Entering contracts for appraisal functions, collection functions, compliance with the competitive bidding requirements established by law;
9. Being a necessary party to lawsuits brought by property owners concerning appraisals;
10. Approving the appointment of the Agricultural Advisory Board;
11. Appointing the members of the Appraisal Review Board and increasing the size of the said board's membership when necessary; and appointing ARB Chairman and Secretary;
12. Develop a biennial written reappraisal plan for the district's appraisal activities by September 15th of every even numbered year;
13. Administering the district in any other manner required by law.

The board of directors is required to complete a training course on the Public Information Act and

the Open Meetings Act, not later than the 90th day after taking the oath of office.

The board of directors has no responsibility for setting tax rates, appraising property, adjusting appraisals, granting or denying exemptions, or any other matter directly affecting the value of property.

Effective September 2007, Section 6.15, Property Tax Code. It is a criminal offense for a member of the board of directors to directly or indirectly communicate with the chief appraiser on any matter relating to the appraisal of property, except in open session with an agenda item.

## **BOARD OF DIRECTORS GENERAL POLICY**

### **SELECTION OF THE DIRECTORS**

Members of the board of directors are appointed by vote of the governing bodies of the incorporated cities and towns, the school districts, and if entitled to vote, the conservation and reclamation districts that participate in the district and of the county, Texas Property Tax Code, Sec. 6.03(c). The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd numbered year. Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before November 15. Before November 30, the chief appraiser shall prepare a ballot listing the candidates alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote. The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who received the largest cumulative vote totals elected, and submit the results before December 30 to the governing body of each taxing unit in the district and to the candidates. The chief appraiser shall resolve a tie vote by any method of chance. Texas Property Tax Code, Sec. 6.03(d)(e)(f)(j)(k) revised 2003.

### **ELIGIBILITY**

1. Must be resident and have resided in the district for a least the two preceding years.
2. Cannot be an employee of a tax unit unless also a member of the governing body or an elected official.
3. Cannot be related to persons who operate for compensation as a tax agent or property tax appraiser in the district.
4. Cannot contract with this district or have a substantial interest in a business that contracts with this appraisal district or its tax units.
5. Cannot be delinquent on property taxes, having known of Delinquency for more than sixty (60) days unless the delinquency is current under an installment

payment agreement under Section 33.02 or the delinquent taxes are deferred or abated under Section 33.06 or 33.065.

6. Elected County Tax Assessor-Collector must serve in a non-voting capacity, unless allowed to vote by resolution adopted by the board of directors. County Tax Assessor Collector is not eligible to serve when a contract for assessment and collection has been entered into by the County for services by the Appraisal District.

## **OFFICERS**

The board shall elect a chairman and a secretary at the first meeting of the board each calendar year. The board may elect a vice-chairman. Each officer shall serve for one calendar year. Board members will not be compensated for service on the board but are entitled to reimbursement for actual or necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board, Texas Property Tax Code, Section 6.04(c).

**Chairperson:** The chairman shall preside over all meetings of the board. Will be on bank signature card and may sign the accounts payable checks, savings accounts checks including money market accounts and certificates of deposits written by the appraisal district. The chairman shall call special meetings of the board or he may appoint the chief appraiser to call the meeting.

**Vice-Chairperson:** The vice-chairperson, if elected, will assume the responsibilities of the chairman if the chairman is unable to attend any meeting of the board of directors. Will be on bank signature card and may sign the accounts payable checks, savings accounts checks including money market accounts and certificates of deposits written by the appraisal district.

**Secretary:** The secretary shall attend all meetings of the board and record all of the proceedings in a minute book to be kept for that purpose. The secretary shall give notice of meetings of the board and shall perform such other duties as may be prescribed by the board. At the discretion of the board the chief appraiser or an employee of the appraisal district staff may record the minutes of the meeting and give notice of the meetings of the board of directors under the direction of the secretary. Will be on bank signature card and may sign the accounts payable checks, savings accounts checks including money market accounts and certificates of deposits written by the appraisal district.

**MEMBERS:** Other board members not elected as officers, may fill the position of the chairman, vice-chairman or secretary, if any two officers are unable to attend a meeting as long as there is a quorum present. Will be on bank signature card and may sign the accounts payable checks, savings accounts checks including money market accounts and certificates of deposits written by the appraisal district.

## **TERMS**

The Board of Directors serves two year terms beginning on January 1<sup>st</sup> of even numbered years.

## **VACANCIES**

If a vacancy occurs for any reason, the taxing units of the Appraisal District will nominate replacements and Board of Directors will elect the member from one of the nominees. In accordance with Tax Code secc. 6.03(L)

## **MEETINGS**

### **PLACE**

Meetings of the board, regular or special, must be held within the district boundaries at a public place capable of accommodating the expected public attendance. The place of the meetings was set by vote of the board to be held at the Concho Central Appraisal District located 121 N. Roberts Street, Paint Rock, Texas, unless otherwise designated.

### **REGULAR MEETINGS**

The board may meet at any time at the call of the chairman or the chief appraiser or as provided by board rule, but may not meet less often than once each calendar quarter; Texas Property Tax Code, Sec. 6.04(b). The board has, by vote, scheduled the meetings to be held by notice at a date of the month and time determined at the preceding board of directors meeting. If a quorum is unavailable then the meeting may be rescheduled by notice for another date and time.

### **SPECIAL, CALLED OR EMERGENCY MEETINGS**

Special meetings of the board may be called by the chairman or the chief appraiser. Special meetings must be called upon the written request of at least three (3) members of the board. Notice will be posted two (2) hours prior to any special, called or emergency meeting.

### **OPEN MEETINGS**

Notice of the meeting shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting. In the case of an emergency, the nature of which shall be expressed in the notice, it shall be sufficient if the notice is posted two hours before the meeting is convened.

Except as otherwise provided by Section 551.000 et seq of the Texas Government Code, all meetings shall be open to the public. All meetings shall conform to Texas Open Meeting Act.

No closed or executive meeting shall be held unless the Board has first been convened in open meeting for which notice has been given. For all closed, or executive sessions, a certified agenda must be kept indicating the time at which the closed meeting began and ended, the subject matter

discussed, and a record of any further action taken. Said certified agenda must be kept on record for at least a two-year period after the date of the meeting.

As conditions warrant, and in conformity with the exceptions set out in the Open Meetings Act, the Board may recess to an Executive Session, which shall be open to individuals specified by the board.

The official minutes shall be held by the Chief Appraiser or designated personnel.

## **CLOSED OR EXECUTIVE SESSIONS**

A closed meeting or executive session is authorized by the Open Meetings Act for any and all purposes permitted by Texas Government Code Sections 551.071 - 551.084, inclusive.

Section 551.071 -- For the purpose of a private consultation with the board's attorney on any or all subjects or matters authorized by law. (Examples: pending litigation, settlement offers or consultation concerning matters on which the attorney's duty to the client under the Code of Professions Responsibility clearly conflicts with the Texas Open Meetings Laws.)

Section 551.072 -- For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 -- For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 -- For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or changes against a public officer or employee.

Section 551.075 -- To receive information from employees or to ask questions of employees. (If this section is invoked, the board members cannot talk among themselves; they can only ask questions of employees and listen to the employees' report.)

Section 551.076 -- To consider the deployment, or specific occasions for implementation of security personnel or devices.

Section 551.082 -- To hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreement provided for by Section 13.901 of the Texas Education Code.

Section 551.084 -- For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

## **QUORUM**

At all meetings a majority of the members of the board 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.

## **NOTICE OF MEETING**

Members of the board shall be notified at least three days prior to regular meetings and shall be notified immediately by phone and/or letter of special, called or emergency meetings.

Agenda packet containing agenda, minutes of the previous meeting and back up data for each agenda item shall be prepared and mailed/delivered to each board member prior to the meeting.

Notice of meeting shall be posted as required by law, at the Concho County Courthouse, and the Concho Central Appraisal District office. A majority of the members shall constitute a quorum. A quorum being 3 members out of 5 board members present.

## **ORDER OF BUSINESS FOR MEETINGS**

The order of business may be changed by consent of all board members present. All board members are to receive a copy of the agenda, a list of pending bills and the minutes of the previous meeting. The following shall be the order of business at all meetings except special, emergency or called meetings.

- A. Call to order
- B. Establish a quorum
- C. Citizen's communications, Audience with individuals or committees wishing to address the board
- D. Approval of minutes of the previous meeting
- E. Unfinished or old business
- F. New business, correspondence and/or any other business, which might come before the board
- G. Chief Appraisers report
- H. CAD Policy and Procedures
- I. Budget line item adjustments
- J. Discussion and action on pending litigation
- K. Discussion of Appraisal Matters
- L. Ratify and pay bills
- M. Set date and time of next meeting
- N. Adjournment

## **RULES**

Meetings of the board shall be conducted by Robert's Rules of Order Newly Revised, unless otherwise directed by board policy.

## **AMENDMENT OF POLICIES AND BY-LAWS**

Policies and By-laws may be amended by a majority of the members present, a 4 or 5 member board will require at least 3 members to vote for the amendment, provided that each member shall

have been supplied a copy of the proposed amendment at least seven (7) days in advance of the meeting.

## **APPRAISAL DISTRICT BUDGET AND FINANCING PUBLIC HEARINGS**

The chief appraiser shall prepare a working budget for the operations of the appraisal district office for the following year and present it to the board of directors at the meeting scheduled for the month of May. At this meeting the board of directors, representatives of the taxing jurisdictions, the chief appraiser and any other interested party may join in a discussion of the proposed budget. The board shall make any adjustments, corrections and/or recommendations at this meeting prior to the formal presentation of the proposed budget in June. The chief appraiser shall make any and all necessary corrections prior to the formal presentation of the budget in June. At the option of the chief appraiser the budget may be presented in either May or June.

The chief appraiser shall present the proposed budget for the operations of the district for the following year and shall submit copies to each taxing unit participating in the district and the district board of directors before June 15. The chief appraiser shall follow the rules and regulations as outlined and described in the Texas Property Tax Code, Sec.6.06 when preparing the budget each year.

The board of directors shall hold a public hearing to consider the budget. The secretary or the chief appraiser, acting under his/her instructions, shall deliver to the presiding officer of the governing body of each taxing unit participating in the district not later than the 10th day before the date of the hearing a written notice of the date, time and place fixed for the hearing. The board shall complete its hearings, make any amendments to the proposed budget it desires, and finally approve a budget before September 15. If governing bodies or a majority of the taxing units entitled to vote on the appointment of board members adopt resolutions disapproving a budget and file them with the secretary of the board within 30 days after its adoption, the budget does not take effect, and the board shall adopt a new budget within 30 days of the disapproval. Texas Property Tax Code, Sec.6.06(b).

The board may amend the approved budget at any time, but the secretary of the board or the chief appraiser, acting under his/her instructions, must deliver a written copy of a proposed amendment to the presiding officer of the governing body of each taxing unit participating in the district not later than the 30th day before the date the board acts upon it. Texas Property Tax Code, Sec.6.06(c).

Each taxing unit participating in the district is allocated a portion of the amount of the budget. The chief appraiser shall follow Texas Property Tax Code Sec.6.06(d) in preparing this allocation.

Any changes in the method of financing shall be done following the steps as outlined in the Texas Property Tax Code, Sec.6.061.

The budget will be published no later than the 10th day before the date of the public hearing. This notice is to be published in the local newspaper and shall follow the rules and specification as set out in Texas Property Tax Code, Sec.6.062.

It is further understood that any items listed above concerning the budget of the appraisal district are guidelines only and that the board of directors and the chief appraiser shall follow the rules and regulations as set out in the Texas Property Tax Code, Sec.6.06, Sec.6.061, and Sec.6.062.

## **ACCESS TO THE BOARD**

### **Board of Directors Public Complaint Procedures**

If any member of the public wishes to file a complaint with the board of directors concerning the operating of the appraisal office or any other function over which the board has responsibility, he or she may do so. Written correspondence to the chairman of the board outlining the complaint should be delivered to the chief appraiser of the district at the appraisal district office. The name and mailing address of the party that files the complaint must be provided to allow for a follow-up with any agenda or board action taken in response to the complaint.

The chief appraiser will transmit copies of all correspondence to members of the board of directors. The issues that arise in such complaints or commentary will be discussed by the board at the next scheduled public meeting and public testimony will be invited.

No employee, official of the appraisal district or ARB member shall be sanctioned or disciplined in any manner by the board in response to a complaint without being given an opportunity to be heard by the board at a public meeting. Each employee, official of the appraisal district or ARB member shall cooperate fully with an investigation stemming from any complaint.

At each regular meeting, the board shall request that the chief appraiser report on the status of all pending complaints.

Pursuant to Section 6.04(g), Texas Property Tax Code, the board of directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition of the matter, unless notice would jeopardize an undercover investigation.

### **Board of Directors Public Access Policies for Meetings**

Pursuant to Section 6.04(d), Texas Property Tax Code, a reasonable period of time at the beginning of each meeting of the Appraisal District Board of Directors shall be provided for public comments regarding the business of the appraisal district. The period time shall be five (5) minutes per person. The time limit may be adjusted at the discretion of the Chairman of the Board at each meeting. If a large number of persons wish to speak at the board, the chairman may 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 business of the appraisal district or within the jurisdiction of the board of directors.

Pursuant to Section 6.04(e), Texas Property Tax Code, the following policies are adopted to provide public access to the Board of Directors for purposes of testimony at public meeting concerning Appraisal District and Appraisal Review Board policies and procedures, as well as any matter over which the board has responsibility:

1. Any non-English speaking person, deaf person or person who has any physical, mental or development disability desiring to appear before the board may file a request with the Chief Appraiser,
2. The chief appraiser will schedule the person to present testimony at the next regularly scheduled board meeting. The request should indicate any special assistance or arrangement required to make a presentation to the board possible.
3. The Chief Appraiser shall provide at least one bilingual person to serve as an interpreter. An interpreter shall attend any meeting of the board of directors in which a non-English speaking person is scheduled to testify.
4. The chief appraiser shall coordinate with the Area Service Council of the Texas Commission for the Deaf in obtaining services for an interpreter to attend any meeting of the board of directors in which a deaf person is scheduled to testify.
5. The Chief Appraiser shall attempt to provide proper arrangements for wheelchairs and other mobility aides and any other matter that would assist in improved access to the board of directors.
6. Meetings of the Board of Directors for which written notice has been given from persons requiring barrier free access shall be conducted in public buildings complying with the standards and specifications adopted by the State Purchasing and General Services Commission pursuant to the Elimination of Architectural Barriers Act. If no barrier-free public building is available, the Chief Appraiser shall attempt some temporary modification of the appraisal district office or relocate the meeting to some other room or part of the appraisal district office.

The following interpreters may be contacted for services to hire as needed:

Maria Cervantes-Gonzales  
Texas Agri-Life Extension Services  
P.O. Box 205; 159 N. Roberts; Paint Rock, Texas  
76866 (325)-732-4304

Texas Rehabilitation Commission  
(325) 657-7420

Texas Commission for the Blind  
(325) 659-7920

Region XV Service Center  
(325) 658-6571

## **BOARD OF DIRECTORS APPOINTMENTS**

### **Appraisal Review Board**

The appraisal review board is appointed by the board of directors. Using the Texas Property Tax Code Subchapter C guidelines.

A. The board shall consist of at least three (3) members. However, the board of directors may increase the size to as many as nine members, regardless of the population of the district. By board approval five (5) members will be appointed.

B. To be eligible to serve on the board, an individual must be a resident of the district and must have resided in the district for at least two years. A member of the appraisal district board or an officer or employee of the comptroller, the appraisal office, or a taxing unit is ineligible to serve on the board.

C. Members of the board are appointed by resolution of a majority of the appraisal district board of directors. A vacancy on the board is filled in the same manner for the un-expired portion of the term.

D. Members of the board hold office for terms of two years beginning on January 1. The appraisal district board of directors by resolution shall provide for staggered terms, so that the terms of as close to one-half of the members as possible expire each year.

E. The tax code disqualifies a person from serving on an ARB if the person owns property on which delinquent property taxes have been owed for more than 60 days, after the date the person knew or should have known of the delinquency.

1. The restriction does not apply if the person is paying the delinquent taxes under an installment payment agreement or has deferred or abated a suit to collect delinquent taxes. Texas Property Tax Code Section 6.412

F. A member of the board may be removed from the board by a majority vote of the appraisal district board of directors. Texas Property Tax Code Section 6.41(f).

G. The appraisal district board of directors will consider professional credentials when selecting appraisal review board members

H. ARB members shall receive \$100.00 per day/session. This is paid for meetings, hearings and/or training sessions. Authorized expenses will be reimbursed.

### **Duties**

1. The Appraisal Review Board is responsible by statute for the review of the appraisal records, value, exemptions, ownership, etc. and the hearings and determinations of taxpayer protest and taxing unit challenges. Each member must attend a Comptrollers Comprehensive Training for New Appraisal Review Board Members; and Continuing Education Course for Appraisal Review Board Members.
2. The appraisal district staff will provide clerical assistance to the Appraisal Review Board.
3. The Appraisal Review Board will adopt Rules of Procedure regarding their meetings and hearings.

### **Agricultural Advisory Board**

The chief appraiser shall appoint, with the advice and consent of the board of directors, an agricultural advisory board composed of three or more members as determined by the board. Concho County Ag Board consists of five (5) members. Texas Property Tax Code. Sec. 6.12 (a) thru (g).

- A. The agricultural advisory board members must be land owners of the district whose land qualifies for appraisal under Subchapter C, D, E or H of Chapter 23 of the Texas Property Tax Code and who have been residents of the district for at least five (5) years.
- B. Members of the board serve for staggered terms of two years.
- C. The board shall meet at the call of the chief appraiser at least once a year.
- D. An employee or officer of an appraisal district may not be appointed and may not serve as a member of the agricultural advisory board.
- E. A member of the agricultural advisory board is not entitled to compensation.
- F. The board shall advise the chief appraiser on the valuation and use of land that may be designated for agricultural use or that may be open space agricultural or timberland within the district.

## **DISTRICT RECORDS**

A records keeping order was adopted on December 13, 1990 as specified by the State of Texas and the chief appraiser was appointed as the records management officer.

The preservation, microfilming, destruction, or other disposition of the records of the appraisal district is subject to the requirements of Texas Government Code, Section 441.158. Records Control Schedule has been submitted to and approved by the Texas State Library on January 10, 1995.

## **BOARD OF DIRECTORS ADMINISTRATION**

### **CHIEF APPRAISER**

The Chief Appraiser is the chief administrative officer of the appraisal district.

The chief appraiser is appointed by the board of directors and serves at the pleasure of the board. The chief appraiser is directly accountable to the board of directors for the effective discharge of all duties and responsibilities. All other personnel are employed by and accountable to the chief appraiser. The chief appraiser may delegate authority to subordinate employees.

### **Duties and Responsibilities**

The chief appraiser coordinates and implements the goals and objectives established by board policy, provisions of the Property Tax Code and other applicable laws and rules. The chief appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and for the administration of the office. Additionally, the chief appraiser is assigned duties by the board of directors necessary for conduct of board duties and implementation of board policy. The chief appraiser shall;

1. Establish a comprehensive program for conduct of all appraisal activities and keep the board informed on the progress of appraisal activities.
2. Develop and implement sound administrative procedures for conduct of all district functions.
3. Develop and implement an effective financial management system and provide reports to the board.
4. Develop and implement an effective internal budget development system and prepare a proposed budget by June 15<sup>th</sup> each year.
5. Serve as the district's spokesperson in providing information to news media, taxing

units and the general public on the operations of the appraisal district and provisions of the Property Tax laws

6. Prepare the agenda for each board meeting, attend all meetings and provide staff recommendations for all appropriate board actions
7. In consultation with the appraisal district legal counsel, provide recommendations on litigation matters for board action.
8. Develop and implement a personnel management system for job assignments, personnel evaluations, staff hiring and other personnel related matters.
9. Employ and compensate professional, clerical and other personnel as provided by the budget.
10. Appoint members of the Agricultural Advisory Board with the advice and consent of the board of directors.
11. Shall select the Records Management officer for the District.
12. Chief Appraiser will need board approval for capital expenditure of single priced items exceeding \$5,000.
13. Chief Appraiser is encouraged to attend classes, seminars and other meetings, which may be held for the improvement of the District. He/she will keep informed on all legislative and rule changes in relation to the business of the District.
14. Chief Appraiser will participate, to the extent required by counsel, in any Property Value Study appeal performed on behalf of any Concho County school district.
15. Chief Appraiser will meet or exceed the required continuing Education courses and credits.

### **Chief Appraiser Vacancy, Resignation and/or Termination**

To resign in good standing, chief appraiser will submit a written letter of resignation 30 days prior to anticipated last day of employment. Chief Appraiser will assist the board of directors in advertising for replacement. A resignation in good standing entitles chief appraiser to payment for accumulated vacation pay and/or other compensation stated in a valid Concho Central Appraisal District Personnel Policy.

The board of directors will begin the process of replacement, should a vacancy occur:

1. Appoint a search committee consisting of the chairman and one board member.
2. Develop an advertisement reflecting minimum expected qualifications and

expectations; such as requiring applicant to hold a current Registered Professional Appraiser certification from Texas Department Licensing and Regulation.

3. Develop a timetable to accept applications, interview and present candidates.
4. Publish advertisement in professional publications, and periodicals including those of the Texas Association of Appraisal Districts and Texas Association of Assessing Officers.
5. The committee will conduct interviews with best qualified candidates.
6. The committee will then report to the entire board on all candidates, the interviewed candidates and why they were chosen and make a recommendation to the board for further investigation
7. The board, as a whole, will conduct an interview with the recommended candidate for consideration.
8. The board will vote on the new chief appraiser and negotiate an employment package. The board of directors reserves the right to designate a 6 month probationary review.
9. If a new chief appraiser has not been determined 30 days prior to the chief appraiser's departure, an interim chief appraiser shall be appointed.

This process may be varied with board action.

Termination of chief appraiser is at the pleasure of the board of directors. Based on the severity of reasons, termination may be immediate or up to 30 days' notice.