

# Board of Director's Written Procedures

## ARTICLE I

### Board of Directors

Section 1.1 Meetings of the Board. Regular, special, or emergency meetings, shall be held within the District's boundaries at a public place capable of accommodating the expected public attendance and the place of all the meetings shall be set by the Chairman. A public notice of such meetings shall be properly posted in accordance with the Texas Open Meetings Law.

It is the specific policy of the Board of Directors that any person who wishes to address the Board at one of these meetings may do so. Non English speaking persons who need an interpreter may request that the Board furnish an interpreter by making a written request to the Chief Appraiser-Executive Director at least seventy two (72) hours before the meeting. Persons with physical or mental handicaps or other special needs may request assistance for access to the Board by making application to the Chief Appraiser at least seventy two (72) hours before the scheduled meeting. The Chief Appraiser will coordinate with the Chairman to make every effort to arrange the meeting place and time to accommodate any special needs necessary for full access to the Board in a public forum. The Board will not take any action on any subject presented to them that by law should be addressed by the Appraisal Review Board; property Tax Division; State Comptroller's Office; Texas Department of Licensing and Regulation; Participating Tax Entities Governing Bodies; or other appropriate agencies or entities.

Section 1.2 Regular Meetings. Regular meetings of the Board shall be held on the second Wednesday of the each month of each calendar quarter. An agenda of such meetings shall be made public in compliance with the Texas Open Meetings Law. Roberts Rule of Order, Revised shall be the parliamentary guidelines.

Section 1.3 Special Meetings. Special meetings may be called by a majority of the Board, the Chairman, or the Chief Appraiser. Rules of procedures at these meetings shall be the same as regular meetings. Members of the Board and the public shall be notified at least 72 hours prior to the meeting by the Chief Appraiser.

Section 1.4 Emergency Meetings. Emergency meetings may be called by the Chairman or Chief Appraiser. A two-hour public notice shall be required and Board members and media shall be notified of the agenda, time, and place.

Section 1.5 Minutes. Minutes of all Board meetings shall be taken. The minutes shall record members present, members absent, and a summary of items discussed. The minutes shall record all formal actions taken and all votes of the Board. Minutes of executive sessions of the Board shall be kept in accordance with the provisions of the Texas Open Meetings Law. Two copies of all minutes of Board meetings shall be kept.

One copy will be kept in the administrative office of the District and the second copy will be provided for public inspection in the customer service area of the District. The Secretary of the Board may elect to maintain a separate copy of minutes.

Section 1.6 Election Term, Compensation. As provided by Section 6.03. and 6.031. Of the Texas State Property Tax Code, the Howard County Appraisal District Board of Directors shall consist of five (5) members. From those selected to the Board, a Chairman and a Secretary shall be chosen. A Vice-Chairman may be chosen at the discretion of the Board. Board members may not be compensated but may receive reimbursement for actual and necessary expenses incurred in the performance of their duties authorized by the Board.

Section 1.7 Responsibilities. Subject to the Texas Property Tax Code (Sec. 6) the Board of Directors shall be responsible for setting general policy for the District. The Board shall have the responsibility for appointing the Chief Appraiser; members to the Appraisal Review Board; members to the Ag Advisory Board; and the District's Legal Counsel. The Board shall also have the responsibility for the adoption of an annual District budget, and Reappraisal Plan. The Board shall act as a final appeals committee on the personnel grievances unresolved at management and executive staff levels. The Board will ensure the due process of the personnel grievance procedures are followed prior to any final appeals hearing as outlined in the District personnel policies and procedures.

Section 1.8 Board and Policies. The following are general policies adopted by the Board:

- (a) The Board shall conduct its deliberation and arrive at its decisions acting as a full Board, abiding by the Texas Open Meetings Law; Robert's Rule of Order, Revised; and the Rules of the Board of Directors.
- (b) The Board shall provide for an annual reappraisal of all taxable property and direct the Chief Appraiser to establish appropriate procedures to systematically conduct the program.
- (c) The Board shall require the Chief Appraiser to be heard and seek his advice, counsel, and recommendations on all matters under consideration by the Board prior to final action.

- (d) The Board shall interact with the District staff both as a Board and as individual members of the Board through the Chief Appraiser.
- (e) The Board shall adopt an equal opportunity policy in accordance with federal state law. The plan shall be included in the Employee Handbook. The policy shall emphasize non-discrimination on the basis or race, color, religion, age, national origin and/or physical handicap.
- (f) The Board shall adopt a policy that promotes a drug free workplace.
- (g) The Board shall provide the Chief Appraiser guidance, advice, and counsel in any matters relating to the effective and efficient management of the appraisal district.
- (h) The Board may allow for the reimbursement of actual expenses incurred by members of the Board of Directors on official business of the Howard County Appraisal District through the administration of the Chief Appraiser and the availability of district funds. Reimbursement of actual expenses shall be limited to the rules of administrative policies and procedures in effect for management staff members. The Board shall reserve the right to waive any administrative policies and procedures on any individual request for reimbursement of actual expenses by any member of the Board of Directors.

## ARTICLE II

### Chief Appraiser

Section 2.1 Position. The Chief Appraiser shall be appointed by the Board of Directors and compensated at a rate adopted in the annual budget. The Chief Appraiser shall be the chief executive and administrative officer of the District. The Chief Appraiser shall make appropriate administrative and operational regulations to ensure compliance with the Board policies. The Chief Appraiser shall be afforded the right and due process established for District personnel in the personnel policies adopted by the Board.

Section 2.2 Responsibilities. The Chief Appraiser shall have the responsibility of implementing and maintaining all Board policies and those duties and requirements mandated by the State Property Tax Code and all other applicable laws. The Chief Appraiser responsibilities shall include, but shall not be restricted to, hiring and terminating operational and administrative employees, preparing and proposing an annual budget, and setting administrative and

Operational policies and procedures. The Chief Appraiser shall act as (1) a purchasing agent for the District, establishing specifications and suitability of submitted bids; (2) financial officer of the district, overseeing revenues and expenditures, preparing financial reports, maintaining appropriate financial internal controls and audits; and (3) perform all other executive, managerial, and administrative responsibilities as required by the Board, state, and federal law.

Section 2.3 Authority. The Board shall afford the Chief Appraiser the authority necessary to execute the responsibilities prescribed by the law and the Board.

Section 2.4 Duties. The Chief Appraiser shall provide a positive public relations information program, be actively involved in appropriate professional and civic organizations and activities, and maintain state and regional relations that contribute to the effective professional and efficient administrative operations of the District.

## ARTICLE III

### Amendments

Section 3.1 Amendments of the Rules. These Rules may be amended, altered, or repealed by the Board. Notice of consideration of such changes shall be made in a posted agenda at regular, special, or emergency meetings of the Board.

Section 3.2 Changes in the Rules. Any changes in the Board's rules and policies shall be made under normal Board Procedures requiring a quorum and a majority vote.

Section 3.3 State Mandates. Legislation by the Texas Legislature or policies adopted by the Property Tax Division of the Texas State Comptroller's Office are to be considered amendments to these policies. Any policy of the Board determined to be contrary to federal or state law shall be altered or amended to comply with federal and state issues.

## CHAPTER 10

### JOB DESCRIPTIONS

#### Section 1. Chief Appraiser - Qualifications and Duties

1. The Chief Appraiser must meet the minimum requirements prescribed by the State Comptroller of Public Accounts and by the Board of Tax Professional Examiners; namely, to hold the designation of "Registered Professional Appraiser" and/or hold the designation of "Certified Texas Assessor" and have at least five years experience in the Administration of a tax office.
2. Have a thorough knowledge of the laws and regulations relating to the appraisal and assessment of real and personal property.
3. The ability to train and supervise the work of all employees.
4. Have a thorough knowledge of the laws and regulations that govern the operation of an appraisal district and to be able to perform all of the duties required by these laws.
5. Must be able to establish and maintain an effective working relationship with the chief administrators and governing bodies of all of the participating jurisdictions and with all state agencies.

#### DUTIES:

In addition to the duties specified by law, the Chief Appraiser shall also:

1. Attend all meetings of the Board unless excused by the Board, and shall act as chief professional advisor to the Board in all matters pertaining to the organization and operation of the Appraisal District Office.
2. Prescribe the record to be kept and the reports to be made by employees of the Appraisal District and shall have prepared and supplied to them the proper forms for such reports.

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3. Meet with the chief administrators and the governing bodies of all participating jurisdictions to determine the needs and requirements of these jurisdictions. The Chief Appraiser shall report to the Board on his meetings with the jurisdictions, with any recommendations as needs arise.
4. Prescribe such rules and regulations as are necessary for the administration and control of the District, provided that such rules are not covered by policies and rules of the Board.
5. Keep abreast of the appraisal process throughout the state. To this end, he is expected to visit other districts of recognized standing and to keep in close contact with appraisal and assessing organizations and meetings in the state.  
  
He shall be entitled to reimbursement for expenses incurred in attendance at the meetings of recognized professional organizations (i.e. State Property Tax Board, Board of Tax Assessor Examiners, Texas Association of Assessing Officers, Texas School Assessors Association) and such other meetings as he may be authorized to attend.
6. Delegate various responsibilities for the operation of the District Appraisal Office, but be responsible to the Board for the results produced.
7. Arrange for a factual public relations program to be channeled through the newspapers, radio stations, and other media.
8. Present to the Board at the specified meeting a proposed Budget for the coming year.
9. Be the custodian of the proceedings and records of the Board, which shall be the property of the District and shall be open to inspection on request by any citizen during regular office hours.
10. Be responsible for the supervision and approval of all contracted services that the District may have.
11. Assume all duties as assigned by the Board.

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CHIEF APPRAISER - CONSULTATION FEES

The Chief Appraiser shall devote his time, attention, and energy to the direction and supervision of the Appraisal District. By prior agreement with the Board, however, the Chief appraiser may accept re-muneration for consulting services, speaking engagements, lecturing, or other professional pursuits.

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# HOWARD COUNTY APPRAISAL DISTRICT CHIEF APPRAISER EVALUATION FORM

SCORE FROM 1 TO 10 WITH 10 BEING THE TOP SCORE.

1. Carries out board directions Comments: _____	
2. Keeps board informed on matters related to the District. Comments: _____	
3. Explains items in plain and truthful manner. Comments: _____	
4. Exhibits concern on spending district money. Comments: _____	
5. Maintains a good working relationship with the taxing units. Comments: _____	
6. Keeps District's image positive with the public and the taxpayers. Comments: _____	
7. Exhibits leadership in running the District. Comments: _____	
8. Provides Board with sufficient information to make decisions. Comments: _____	

ADDITIONAL

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
 CHIEF APPRAISER

SIGNED \_\_\_\_\_  
 BOARD OF DIRECTOR