



# HEMPHILL COUNTY APPRAISAL DISTRICT

## PUBLIC ACCESS TO BOARD OF DIRECTORS

### ADDRESSING THE BOARD

It is the policy of the Board of Directors to provide the public with a reasonable opportunity to address the Board on the subject of the policies and procedures of the appraisal district and on any issue under the Board's jurisdiction. Generally, the Board's statutory duties are:

- a. Adopting the district's annual operating budget;
- b. Contracting for necessary services;
- c. Hiring the Chief Appraiser and assigning responsibilities to the position;
- d. Making general policy regarding the operation of the appraisal district;
- e. Appointing appraisal review Board members.

At each regularly scheduled meeting, the chairman of the Board shall announce that each person wishing to address the Board on such policies, procedures or issues may do so. If a large number of persons wish to speak to the Board, the Board may vote to 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 policies and procedures of the appraisal district.

### ACCESS BY DISABLED PERSONS

If a person who does not speak English or who communicates by sign language wishes to address the Board at a meeting, and that person is unable to provide an interpreter, the individual should notify the Chief Appraiser in writing at least three (3) business days prior to the meeting, and earlier if possible. Upon receiving such a notice, the Chief Appraiser shall arrange to have an interpreter at the meeting. If a person has a disability and needs assistance to enter the appraisal district office building and Board room, the individual should notify the Chief Appraiser in writing at least three (3) business days prior to the meeting, and earlier if possible.

### POLICIES FOR RESOLVING COMPLAINTS

Consideration will be given to written complaints on any matter within the jurisdiction of the Board of Directors,

except that a complaint may not be addressed to any of the grounds for challenge and protest before the appraisal review Board. The Board's deliberations at its meetings with respect to complaints shall occur in open session or executive session.

### PUBLIC INFORMATION ABOUT THE BOARD OF DIRECTORS AND ABOUT COMPLAINTS

The HEMPHILL County Appraisal District, like other Texas appraisal districts, has two distinct Boards working in conjunction with it; the Board of Directors and the Appraisal Review Board.

The Board of Directors is the Board ultimately responsible for governing the appraisal district. It consists of seven (6) people selected by the taxing units for which the appraisal district appraises property; e.g., city, school and hospital districts, and the county. The Directors serve two-year terms. The Board of Directors is responsible for approving the district's major administrative and financial decisions.

The Board of Directors, for example, approves the district's budget and makes decisions concerning major contracts. The Board of Directors also selects the district's Chief Appraiser and the members of the appraisal review Board. The Board of Directors, however, does not take an active role in

the appraisal of properties. Properties in the appraisal district are appraised by the Chief Appraiser and staff. If a property owner has some complaint about the appraisal of his/her property in a particular year, he/she should discuss that problem with the appraisal district's staff, or file a formal protest before the Appraisal Review Board.

The Appraisal Review Board (ARB) is responsible for hearing and resolving protests from property owners concerning appraisal of their properties. The appraisal review Board's duties and a property owner's right to protest the appraisal of his/her property are more thoroughly explained in the publication called PROPERTY TAX BASICS available at <http://www.window.state.tx.us/taxinfo/proptax/>.

While the Appraisal Review Board considers protests about the appraisals of particular properties, the Board of Directors may consider other types of complaints from property owners and taxing units. If a property owner has a complaint about the Appraisal District which cannot be resolved by the Chief Appraiser, the property owner should refer that complaint to the Board at a meeting.

