

Tarrant Appraisal District

Board of Directors Proposed Policy Manual

Tarrant Appraisal District is a political subdivision of the State of Texas created by Legislature through enactment of the Texas Tax Code. The district's primary responsibility is to develop each year an appraisal roll for use by taxing units imposing ad valorem taxes. The geographic boundaries of the district are the same as Tarrant County's boundaries.

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

We expect excellence in the services we provide and recognize that excellence shall be 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.

This Policy Manual supplements the Appraisal District Director's Manual published by the Texas Comptroller of Public Accounts. The Appraisal District Director's Manual is a comprehensive reference guide that explains constitutional requirements, state laws and rules that govern the conduct of not only appraisal district board of directors but also appraisal districts themselves. This Policy Manual is not a substitute for or a summary of the various manuals and guidelines for the district's day-to-day operations.

The Board of Directors governs Tarrant Appraisal District. The Board's primary duties are to select the Chief Appraiser, to adopt the annual budget, **adopt a biennial reappraisal plan, appoint Appraisal Review Board members, appointment of Taxpayer Liaison Officer**, 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.

ALL BOARD-SPECIFIC INFORMATION CAN BE FOUND AT THE TAD WEBSITE, TAD.ORG. CLICK ON "ABOUT", "BOARD OF DIRECTORS", AND "APPRAISAL DISTRICT DIRECTORS MANUAL."

The Board ordinarily meets at **8:00 a.m.** on the 2nd Friday of the months listed below at the district offices. The Chair may call special meetings or emergency meeting if necessary. The Board may designate a different meeting time, day or place if needed. Open meetings of the Board shall be streamed live and recorded, available on TAD website within 24 business hours after the conclusion of any open meeting of the Board.

Any two Directors may request a Board meeting and the Chair will set up a meeting date, with associated topics, as soon as possible.

The Chief Appraiser is given administrative authority to deliver on behalf of the Board Secretary or Chair, required written notices of public hearings to members, taxing entities and the public. The Chief Appraiser will handle preparations for board meetings and public hearings, including notifying members, setting the agenda in conjunction with the Board Chair and preparing and signing agenda packets and meeting notices on behalf of the Board.

BOARD WORK CALENDAR

JANUARY

- Election of Chair and Secretary
- Evaluate district goals
- Review Director's Handbook

FEBRUARY

- Legislative Update from TAD Board Attorney in years following a legislative session
- Training for Board of Directors from TAD Board Attorney
- Taxpayer Liaison Officer Quarterly Complaint Status Report to Directors

MAY

- Board goal setting
- Safety and security report
- Appoint Directors to Standing Audit Committee

JUNE

- Mid-year review of Chief Appraiser
- Budget Workshop

AUGUST

- Approve Budget

NOVEMBER

- Evaluate Chief Appraiser

DECEMBER

- Review of vision, mission, etc., statements
- Report of external auditors
- **Appointment of Appraisal Review Board Members for next year term including Chair and Secretary**
- **Appointment of Taxpayer Liaison Officer**

DIRECTORS SHOULD:

- Follow board policy.

- Recognize that they are only authorized to act or speak in an official capacity as directors of the Board as a whole.
- Respect the role of the administration and refrain from encroaching on managerial duties.
- Give the Chief Appraiser's office courtesy notice when visiting or contacting a staff member.
- Come to board meetings prepared.
- Attend all scheduled board meetings insofar as is possible.
- Recognize that email, text messages and social media are forms of communication that are subject to guidelines in this document and as outlined in the Texas Public Information Act, Texas Government Code, Chapter 552.001 *et seq.*
- Reserve the right to disagree but will not be disagreeable.
- Pledge to keep comments relevant and germane to the published agenda.
- Discuss any Board Policy Manual violations in executive session unless otherwise advised by legal counsel.
- Accept and offer criticism without anger.
- Ask questions to obtain information that is reasonably related to district business.
- Model the professionalism expected of district employees.

DIRECTORS SHOULD NOT:

- Berate another director or employee.
- Represent that they, as individuals, have authority to act or speak on behalf of the Board or the district.
- Deliberate in violation of the Texas Open Meetings Act, Texas Government Code, Chapter 551, outside the board meeting through personal conversations, electronic communications, or other means of conversations.
- Try to solve complaints or grievances individually or outside established procedures for complaints or grievances.
- Directly negotiate with vendors or bidders regarding any district business without prior Board approval.
- Individually evaluate, reprimand or direct staff.
- Pressure staff members into making recommendations or decisions.
- Put items on the agenda that are not reasonably related to district business.

TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS WILL CONDUCT ALL BUSINESS IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT AND THE TEXAS PUBLIC INFORMATION ACT

1) SCHEDULE OF BOARD TERMS

BOARD OF DIRECTORS	# OF DIRECTORS	LENGTH OF TERM	BEGIN TERM	END TERM
APPOINTED DIRECTORS				
APPOINTED BY DECEMBER 31, 2024	2	1 YEAR	1/1/2025	12/31/2025
APPOINTED BY DECEMBER 31, 2024	3	3 YEAR	1/1/2025	12/31/2027
APPOINTED BY DECEMBER 31, 2025	2	4 YEAR	1/1/2026	12/31/2029
APPOINTED BY DECEMBER 31, 2027	3	4 YEAR	1/1/2028	12/31/2031
ELECTED DIRECTORS				
NOVEMBER 2026 GENERAL ELECTION	1	2 YEAR	1/1/2027	12/31/2028
NOVEMBER 2026 GENERAL ELECTION	2	4 YEAR	1/1/2027	12/31/2030
NOVEMBER 2028 GENERAL ELECTION	1	4 YEAR	1/1/2029	12/31/2032
NOVEMBER 2030 GENERAL ELECTION	2	4 YEAR	1/1/2031	12/31/2034
THE COUNTY ASSESSOR/COLLECTOR SERVES AS AN EX OFFICIO DIRECTOR				

2) NEW DIRECTOR ORIENTATION

A. The Attorney for the Board of Directors will conduct the District Orientation for the new director(s) no later than two weeks after the new director(s) assumes the duties of the office.

B. The Chair will coordinate orientation for the new director(s) with the Secretary to provide board orientation no later than one month after the new director(s) assume the duties of the office. At this orientation, new director(s) will receive a copy of the Appraisal District Director’s Manual published by the Texas Comptroller for Public Accounts, the Chief Appraiser evaluation instrument, current contracts and goals, and a copy of the Board Policy Manual.

C. During Board meetings, all directors and the Chief Appraiser shall sit at the dais in the order determined by the Chair. No other person shall sit at the dais unless invited to do so by the Board. The Board attorney shall sit adjacent to the Board.

3) DIRECTOR TRAINING

New directors are encouraged to attend the Texas Association of Appraisal Districts (TAAD) annual conference where sessions are specifically designed for them.

4) DEVELOPING BOARD MEETING AGENDA

A. Who can place items on the agenda

1. Agendas are developed by the board Chair in conjunction with the Chief Appraiser and presented to the Board one week before the regularly scheduled meeting.
2. If any director requests that an item be placed on the agenda, the board chair shall place it on the agenda for the next regular board meeting. The Chair does not have the authority to decline any such request. The request should be made at least eight days prior to the scheduled meeting.
3. In accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, an item cannot be placed on an agenda less than 72 hours in advance of the posted meeting, except in an emergency, as per state law.

B. Use of consent agenda

1. At the discretion of the Board, the following items may be acted upon as a consent agenda (whole group) or may be acted upon individually. Any individual director may remove an item from the consent agenda for discussion and separate action.

- a. Budget amendments
- b. Financial information
- c. Minutes of regular and called board meetings
- d. Policy updates
- e. Other routine items

C. Removing items from the agenda - Items may be removed from the agenda by motion and majority vote in public session.

D. Items that cannot be discussed in public

1. All personnel issues shall be conducted in a closed session unless specifically required by the Texas Open Meetings Act.

2. Anything that violates the right to privacy cannot be placed on the agenda for discussion in open session.

4) DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS

A. Any time a quorum of board members are gathered to discuss district business, it is considered a meeting, which must comply with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

B. Directors attending by remotely.

- 1. Must be on the posted agenda.
- 2. Must have a quorum present in the boardroom.
- 3. Director must attend the entire meeting when remote unless there are technical issues.
- 4. Remote access equipment will be provided by the District.
- 5. Must have two-way audio and video to actively participate and vote.
- 6. Technical issues
 - a. Technology Department will establish a remote link with the director prior to the meeting/closed session, and monitor the connection throughout the open session.
 - b. Directors appearing remotely will have access to all presentations prior to the meeting.

C. Citizens addressing the Board (Section 551.007, Texas Government Code)

1. Citizens may address the Board on agenda items during the open forum for agenda items. They may also address the Board on non-agenda items that are within the jurisdiction of the Board. Speakers must register prior to the time the chair closes the public comment agenda item. Citizens wishing to address the Board must complete an open forum sheet available inside the boardroom. A staff member will be responsible for ensuring that the request sheet is completed.

2. Guidelines for addressing the Board will be adhered to and the chair will emphasize the guidelines to the public.

a. Comments are usually limited to 5 minutes or as may be set at the discretion of the board chair. Speakers may not pool their time or give unused time to another speaker. If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time allotted to other speakers in accordance with this policy.

- b. The Board will accept written as well as oral information.
- c. Groups of more than three people wishing to address the same item might be asked to appoint one person to represent the group's view to the Board.
- d. The Board will not allow derogatory comments in a public session.
- e. Citizens are encouraged to use appropriate administrative channels before bringing concerns to the attention of the Board.
- f. The public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
- g. Each speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. If a speaker wishes to address an issue that is not on the agenda, they shall indicate on the official sign-up sheet that they wish to speak on a matter of public concern under the Board's jurisdiction.
- h. Speakers will be called upon in the order in which they appear on the official sign-up sheet. The Board will not hear public comments on matters that are not under its jurisdiction.
- i. The chair shall identify the podium, table, microphone, or other location from which speakers may address the Board. Speakers may not address the Board from any other location.

D. Board response to citizens addressing the Board

- 1. Staff may present specific facts or existing policy.
- 2. The Board will not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
- 3. A director may request that an item be put on a future agenda in response to a speaker's comments.
- 4. Directors cannot respond directly to non-agenda items.

E. The Board shall observe the parliamentary procedures in Robert's Rules of Order, Newly Revised, as a guideline.

F. Discussion of motions

- 1. All discussion shall be directed solely to the business currently under deliberation.
- 2. The board chair has the responsibility to keep the discussion to the motion at hand.

G. Directors requesting to speak will be recognized in order of request or at the discretion of the board chair.

H. Directors to the greatest extent possible shall refrain from using their electronic devices during board meetings.

5) VOTING AND MOTIONS

Any director, ~~including the Tarrant County Tax Assessor-Collector serving as a non-voting member~~ may make or second a motion at any time after the agenda item has been called by the presiding officer. Directors are encouraged to make their motions as clear as possible. When making a motion to accept the staff recommendation, a director may ask that the staff recommendation be read, and then move to accept the staff recommendation.

The board chair may vote on all action items. Directors, including the board chair, must abstain in the event of a conflict of interest defined Tex Gov Code Chapter 176.

6) INDIVIDUAL DIRECTORS' REQUESTS FOR INFORMATION OR REPORT

A. Directors shall request information and/or reports through the Chief Appraiser's office or the Chief Appraiser's designee.

B. Written information/reports will be disseminated through the Chief Appraiser's office and shared with all directors.

C. Requests for information during a board meeting will be compiled by the Chief Appraiser's staff.

D. If an information request cannot be fulfilled, the Chief Appraiser will notify the Board.

E. The Chief Appraiser will copy all correspondence sent to the attention of the Chair or the Board of Directors and forward such correspondence to the entire Board within forty-eight (48) hours of receipt.

7) CITIZEN/EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL DIRECTOR

A. The director may hear the problem to obtain full understanding.

B. The director will remind the individual of the proper chain of command and should not receive information that could affect their ability to remain impartial.

C. Written requests/complaints should be forwarded to the Chief Appraiser by a director, without comment, for appropriate follow-up and the Chief Appraiser will provide appropriate information to the entire Board.

8) DIRECTOR VISITS

A. All directors are encouraged to visit the district offices. As a courtesy, directors will notify the Chief Appraiser's office.

B. Directors may interact with any staff member but should not disrupt the business process.

9) COMMUNICATIONS

A. The Chief Appraiser will communicate information in a timely fashion to all directors through in person conversations, telephone, text or email messages.

B. Individual directors will keep the Chief Appraiser informed through in person conversations, telephone, email, or text messages.

C. The Board will communicate with the community through public hearings; the communications department; civic clubs and other community groups; and regular board meetings.

D. Individual directors cannot speak in an official capacity for the Board outside the board room. Directors must also be cognizant of the fact that certain information they receive in their capacity as directors is confidential by law and may not be disclosed to third parties. In this regard, directors must not disclose information that is subject to the attorney-client privilege (i.e., information that is received through communications with or from the board attorney or other attorneys representing the district), information regarding the evaluation of personnel, and employee identifiable information.

E. If multiple directors are copied on an email, do not hit "reply all" and respond to the email if it involves district business.

10) DIRECTORS' STANDARDS OF BEHAVIOR

A. Directors will be knowledgeable of the contents of this Policy Manual that impact directors and the implications for their day-to-day actions.

B. Director's should review the this Policy Manual annually.

C. Each director will sign an annual Statement of Disclosure (conflict of interest) according to board policy or state law as required by Texas Government Code, Chapter 176.

11) EVALUATION OF THE CHIEF APPRAISER

A. Chief Appraiser's contract

1. The chief appraiser's contract will be reviewed in detail prior to the Board's approval.

2. The Board will annually review the chief appraiser's compensation and benefits during the chief appraiser's evaluation.

B. Chief Appraiser's evaluation

1. The Board will determine the Chief Appraiser's goals in conjunction with the Chief Appraiser.
2. The Board will maintain and use a Chief Appraiser evaluation instrument.
3. The board chair will obtain input from all directors on board-approved performance indicators.
4. Evaluation is conducted in executive session.
5. The mid-year goal calibration will be conducted in June and the annual evaluation will be completed in December prior to the review of the Chief Appraiser's contract.

12) CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

A. Board officers serve at the will of the Board.

B. Any director serving on the Board may be considered for the office of chair or secretary unless the director has asked not to be considered for the office.

C. Nominations and voting will occur in public session at a regular scheduled meeting of the Board.

D. Election of officers is held at the regularly scheduled board meeting after the swearing in of newly elected directors takes place.

14) ROLE AND AUTHORITY OF DIRECTORS AND/OR BOARD OFFICERS

A. Chair

1. Shall create all board meeting agendas in coordination with the Chief Appraiser.
2. Shall preside at all board meetings.
3. Shall appoint committees.
 - a. Committees shall contain no more than **four** directors.
 - b. Individual directors may serve on various committees, as they are requested.
4. Shall call special meetings.
5. Shall sign all legal documents required by law, and perform other duties as required by statute and designated by the Board.

B. Secretary

1. Shall act in the capacity of chair in absence of the chair.
2. Shall sign all legal documents required by law and perform other duties as required by statute and functions designated by the Board.

C. If both the chair and the secretary are absent from a meeting, the remaining members select by majority vote a temporary presiding officer. The Board member whose surname appears first when listed alphabetical order presides for the purpose of opening the meeting and conducting that vote.

15) ROLE OF BOARD IN CLOSED MEETING (Texas Government Code, sections 551.071, 551.072, 551.074, 551.076)

A. The Board shall only discuss items on the closed meeting agenda in accordance with the Texas Open Meetings Act.

B. The Board must vote in public session.

C. Information and opinions shared during closed meeting must remain confidential. Others may be invited to participate by consent of the Board.

16) MEDIA INQUIRIES TO THE BOARD

A. The board chair shall be the official spokesperson for the Board to the media and can only make statements on behalf of the Board for items upon which the Board has taken official action.

B. Individual statements and responses by directors are only individual statements, and the director will emphasize such to the media.

17) PUBLIC COMMUNICATION

A. The Board of Directors welcomes and encourages input; however, anonymous communications may not receive Board action at the discretion of the Board.

C. A letter/email requesting Board or district action may be forwarded without comment to the Chief Appraiser and/or board chair for appropriate follow-up.

18) VIOLATION OF BOARD POLICY MANUAL

A. Individual directors are encouraged to express their concerns privately about another director's performance directly to that director.

B. If addressing the issue directly with the director does not resolve the concern, then discussion with the board chair is appropriate.

1. The board chair shall discuss the concern with the individual in question on behalf of the reporting director or shall moderate a discussion between directors.

2. The chair shall remind the director whose behavior is in question and discuss how the questionable behavior affects the district. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the director to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.

3. If the prior steps do not resolve the issue, an agenda item specifying "evaluation of director's performance" may be listed on the agenda for an upcoming board meeting.

4. The matter will be discussed by the full Board in closed session, unless the director being discussed requests that the discussion be held in open session.

C. If the concern involves the board chair, a director may discuss his/her concerns with the board secretary.

19) Access to Board for Non-English Speakers and People with Disabilities

A. If a person who does not speak English or a person who communicates by American Sign Language notifies the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting that they desire to address the Board and are unable to provide an interpreter or translator, the district shall make reasonable efforts to secure the services of a translator or interpreter for the meeting.

B. Tarrant Appraisal District strives to provide reasonable access to the Board by disabled persons. As part of this effort, the district restricts seven parking spaces for use only by disabled persons and maintains wheelchair accessibility to the Customer Service area and to the boardroom. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three business days before a scheduled meeting.

20) Resolving Complaints

The Board will consider written complaints about the policies and procedures of the Tarrant Appraisal District and any other matter within the Board's jurisdiction. Correspondence should be sent **to board emails listed at <https://www.tad.org/about/board-of-directors>** or addressed as follows and mailed to:

Chair, Board of Directors
Tarrant Appraisal District
2500 Handley Ederville Road

Fort Worth, Texas 76118

Hearing impaired persons who TTY or TDD may call (817) 284-0024 to have a complaint delivered to the Board.

The Board will not consider complaints addressing any of the grounds for challenge, protest, or motion for correction of the appraisal roll that are specified in Sections 41.03, 41.41, and 25.25 of the Texas Tax Code. The Board has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter specified in Tax Code, section 1.111E or a determination of the Tarrant County Appraisal Review Board on a challenge, protest or motion for correction made under the authority of sections 41.07, 41.47 or 25.25 of the Texas Tax Code.

Any director who receives a written complaint shall be considered a temporary custodian of the complaint and shall immediately forward the complaint to the Taxpayer Liaison Office for processing and resolution in accordance with this policy.

The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer. At each meeting, the Taxpayer Liaison Officer shall report to the Board on the nature and the status of resolution of all complaints filed. Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Until final disposition of each complaint and unless doing so would jeopardize an undercover investigation the Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.

21) Committees

The Board may establish committees as needed to carry out its responsibilities. The chair appoints committee members to serve until successors are appointed or until the committee is disbanded. A committee acts only as an adjunct to the Board and may not take any action, which in any way usurps the power or responsibilities of the Board.

Appointments to standing committees are normally made as soon as possible after the Board begins a new term. Except as otherwise provided in this Policy Manual each committee establishes its own written operating procedure, subject to approval of the Board.

The Board shall establish a standing committee on audits.