

GENERAL POLICY FOR PUBLIC ACCESS TO BOARD OF DIRECTORS

This document was prepared and is posted on the CCAD website to address **Property Tax Code 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 and resolved by the board. The board shall make the information available to the public and the appropriate taxing jurisdictions.*

The local property tax system follows the principles of checks and balances. An appraisal district board of directors hires the chief appraiser, adopts the annual budget, appoints the appraisal review board members, and ensures that the district follows policies and procedures required by law. The directors have no authority to set values or make decisions affecting the appraisal records. The chief appraiser carries out the appraisal district's legal duties, hires the staff, makes the appraisal and operates the appraisal district office.

The appraisal district also has an appraisal review board, which hears property owner protests regarding values and other related matters.

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 the Appraisal Review Board and on any other issue under the Board's jurisdiction. Generally, the Board's statutory duties are:

- a. Establish district office
- b. adopting the District's annual operating budget
- c. contracting for necessary services
- d. hiring the Chief Appraiser and assigning responsibilities to the position
- e. making general policy regarding the operation of the Appraisal District
- f. appointing Agricultural Advisory Board
- g. biennially develop a written plan for periodic reappraisal of all property
- h. other duties as specified by state statutes

Pursuant to Texas Property Tax Code Section 6.04 (d)...*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. Reasonable time shall be provided during each board meeting for public comment on appraisal district and appraisal review board policies and procedures, and a report from the taxpayer liaison officer if one is required by Section 6.052.*

At each regularly scheduled meeting on the third Thursday of each month at 12:30 p.m. in the CCAD Board Room, the Chairman of the Board shall announce that each person wishing to address the Board on appraisal district and appraisal review board policies and procedures may have **five (5) minutes** in which to do so. The Board may vote to expand any person's time for speaking by majority vote. If there are a large number of persons wishing 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 or the Appraisal Review Board and unrelated to any other issue under the Board's jurisdiction. (Refer to Section 6.04(d), Texas Property Tax Code above.)

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. (Refer to Texas Property Tax Code 6.04(e)... *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 reasonable access to the board.*)

If a person has a disability and needs assistance to enter the Appraisal District office building, the individual should **notify the Chief Appraiser in writing at least three (3) business days prior to the meeting** so that arrangements can be made. (Refer to Section 6.04(e), Texas Property Tax Code above.)

Policies for Resolving Complaints

The complaint must be submitted in writing 10 days prior to the meeting and must adequately describe the specific facts of complaints on any matter within the jurisdiction of the Board of Directors. The complaint may not be addressed to any of the grounds for challenge and protest before the Appraisal Review Board as set out in Sections 41.03 and 41.41, Texas Property Tax Code.

The chief appraiser will research the complaint for remedies. If the chief appraiser and the taxpayer can resolve the problem, the chief appraiser will report the complaint along with the resolution to the board. If the complaint cannot be resolved through the chief appraiser, the complaint will be placed on the agenda as an action item at the next meeting of the board. At this meeting, the taxpayer will be given the opportunity to present the complaint to the board in person.

The Chief Appraiser or Board of Directors will respond to written complaints about the policies and procedures of the Appraisal District, Appraisal Review Board, and the Board of Directors. Correspondence shall be mailed to:

Comanche Central Appraisal District
% Chief Appraiser
8 Huett Circle
Comanche, TX 76442

At each regularly scheduled meeting, the Chief Appraiser shall deliver by written or oral report the nature of complaints and the status of resolution.

The Board's deliberations at its meetings with respect to complaints shall occur in open session or executive session, as authorized by the Open Meetings Act, Article 6252-17, Texas Revised Civil Statutes.

Pursuant to Property Tax Code Section 6.04 (g)... *If a written complaint is filed with the board that the board has authority to resolve, the board, at least quarterly and until final disposition of the complaint, shall notify the parties to the complaint of the status of the complaint unless notice would jeopardize an undercover investigation.*

BOARD MEMBERS	APPRAISAL DISTRICT	ARB
Grace Everhart, TAC - Secretary	Jo Ann Hohertz, RPA, CCA Chief Appraiser	Roy Proctor - Chairperson
Doug Erwin		Chestine Woolsey
Mike Furlong		Dennis Cox - Secretary
Jason Pate – Vice Chairperson		Warren Cate
Ryan Sides - Chairperson		

Copies of the complete CCAD Board Policies & Procedures may be obtained at 8 Huett Circle, Comanche, TX.

2/25/2022