



**Notice is hereby given that on Wednesday, March 12, 2025, the Board of Directors of Tarrant Appraisal District (TAD) will meet in a work session beginning at 9:00 a.m. followed by a called meeting at 10:00 a.m. at the Tarrant Appraisal District boardroom, 2500 Handley Ederville Rd, Fort Worth, TX**

The **called meeting** and supporting material will be available at [www.tad.org](http://www.tad.org) and TAD's YouTube and Facebook channels

**AGENDA**  
**WORK SESSION**  
**Wednesday, March 12, 2025**  
**9:00 a.m.**

- 1. Call to Order**
- 2. Discussion Items**
  - a) Discussion regarding the reappraisal plan related to Resolutions from Azle, Castleberry, Everman, Fort Worth, and Kennedale Independent School Districts and the possible effects regarding the 2025 Property Value Study
  - b) Discussion of Board of Director Policy
- 3. Recess to Executive/Closed Session Pursuant to the Following Part(s) of the Texas Open Meetings Act Government Code Ch. 551, for the Following Purposes:**
  - a) Section 551.071 – when the governmental body seeks the advice of its attorney about: pending or contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
  - b) Section 551.072 – to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
  - c) Section 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
  - d) Section 551.076 – Deliberation regarding security devices, security software or security audits.

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meeting Act, Texas Government Code, Chapter 551, Subchapter D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

**4. Return to Open Session for Possible Action on Items Deliberated on in Executive/Closed Session**

Reconvene in open session for possible further discussion and possible action on items deliberated in executive session related to Sections 551.071, 551.072, 551.074, and 551.076.

**5. Adjourn**

Joe Don Bobbitt  
Executive Director/Chief Appraiser

A RESOLUTION TO REQUEST THE BOARD OF DIRECTORS OF TARRANT APPRAISAL DISTRICT TO AMEND ITS 2025–2026 REAPPRAISAL PLAN TO ALLOW ALL PROPERTY VALUE WITHIN THE AZLE INDEPENDENT SCHOOL DISTRICT’S BOUNDARIES TO BE REAPPRAISED FOR TAX YEAR 2025

WHEREAS, Tarrant Appraisal District (“TAD”) as a political subdivision of the State of Texas and is responsible for local property tax appraisal and exemption administration for local government taxing units in Tarrant County, Texas; and

WHEREAS, at its meeting on Friday, August 9, 2024, the board of directors of TAD approved a reappraisal plan (the “2025-2026 TAD Reappraisal Plan”) to appraise residential properties every other year, instead of annually, with appraisals occurring in odd-numbered years beginning in tax year 2027, with all other property types to be reappraised annually; and

WHEREAS, the 2025-2026 TAD Reappraisal Plan also holds residential property values for the 2025 tax year at 2024 levels, except for new construction and improvements to existing properties which are reappraised; and

WHEREAS, Texas Government Code Section 403.302 requires the Texas Comptroller of Public Accounts to conduct a Property Value Study to determine the total taxable value of all property in each school district at least once every two years, the purpose of which is to maintain an equitable distribution of state funding for public school district; and

WHEREAS, on Tuesday, January 14, 2025, the Azle Independent School District (the “District”) received notification from the Chief Appraiser of TAD that based upon TAD’s internal Mock Property Value Study, the District would potentially receive an “invalid” result when the Texas Comptroller conducts the District’s 2025 Property Value Study; and

WHEREAS, an “invalid” result on the Comptroller’s 2025 Property Value Study could adversely impact the District’s funding assistance from the State of Texas and, as a result, negatively impact the District’s financial condition and its ability to offer educational programs to its students; and

WHEREAS, pursuant to the 2025-2026 TAD Reappraisal Plan, if a school district is found pursuant to a Mock Property Value Study completed by TAD to potentially have an “invalid” finding, such information will be presented to TAD’s board of directors for their consideration and possible amendment of the 2025-2026 TAD Reappraisal Plan; and

WHEREAS, the Board of Trustees (the “Board”) finds and determines that it is necessary and in the best interests of the District to request TAD reappraise all property values within the District’s boundaries during tax year 2025; and

WHEREAS, it is officially found, determined and declared that the meeting at which this Resolution has been adopted was open to the public and public notice of the date, hour, place and

subject of said meeting, including this Resolution, was given, all as required by the applicable provisions of Texas Government Code, Chapter 551;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE AZLE INDEPENDENT SCHOOL DISTRICT:

Section 1. Findings. The declarations, determinations and findings declared, made and found in the preamble to this Resolution are hereby adopted, restated and made a part of the operative provisions hereof.

Section 2. Request for Reappraisal. The District requests TAD to reappraise all properties within the District for the 2025 tax year so as to present to the Texas Comptroller of Public Accounts accurate value information for the 2025 Property Value Study, in order to ensure the District receives its equitable share of state funding for public education.

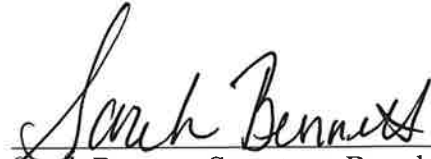
Section 3. Authorization of Actions. The President or Secretary of the Board, the Superintendent of Schools or the Assistant Superintendent of Finance and Operations of the District (each an "Authorized Officer") is directed to take such actions and to execute and deliver any such documents, notices, orders and receipts as necessary or appropriate to consummate the actions authorized by this Resolution.

PASSED, APPROVED AND EFFECTIVE this February 24, 2025.



Bill Lane, President, Board of Trustees  
Azle Independent School District

ATTEST:



Sarah Bennett, Secretary, Board of Trustees  
Azle Independent School District

**RESOLUTION OF THE FORT WORTH INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR**

**WHEREAS**, the Tarrant County Appraisal District (TAD) Board will be considering an action item at its upcoming meeting on February 26th, 2025, to authorize reappraisals for school districts where the ratios are at or below 90% based on a Mock Property Value Study; and

**WHEREAS**, these ratios are based on the average of the Appraisal/Sale Ratio for each independent school district and a weighted mean; and

**WHEREAS**, the Fort Worth Independent School District's (District) stratified weighted mean is projected to be approximately 0.87; and

**WHEREAS**, Property Value Study (PVS) results for certain school districts may be determined invalid by the state, which could lead to the assignment of a state value, potentially negatively impacting the financial revenues of these districts; and

**WHEREAS**, accurate property valuations are vital for the District's financial planning and help the District have a clearer picture of its revenue so that it can plan its budget accordingly for the upcoming year.

**WHEREAS**, the Fort Worth Independent School Board recognizes that the TAD Board places significant importance on the input and recommendations of governing bodies, particularly in those cases where there is concern about a potential negative impact on its financial standing if a reappraisal is not conducted in any given year where there is evidence of a need for such reappraisal.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Fort Worth Independent School District hereby formally requests that the TAD Board authorize a reappraisal for the 2025 tax year, and strongly encourages the TAD Board to give due consideration to the financial implications for our District.

**BE IT FURTHER RESOLVED** that this resolution be submitted to the TAD Board prior to the February 26, 2025, meeting for their review and consideration, in alignment with the District's interest in ensuring accuracy and fairness of the property valuation for properties within the District.

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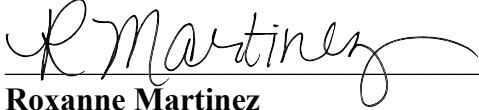
**RESOLUTION OF THE FORT WORTH INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR**

**February 18, 2025**


**Page 1 of 2**

Adopted during a regular meeting of the Board of Trustees of the Fort Worth Independent School District on this 18<sup>th</sup> day of February 2025, by a vote of  8  ayes and  1  nays.

**FORT WORTH INDEPENDENT SCHOOL DISTRICT**

By:   
**Roxanne Martinez**  
Board President - Board of Trustees  
Fort Worth Independent School District

**ATTEST:**

By:   
**Anael Luebanos**  
Board Secretary - Board of Trustees  
Fort Worth Independent School District

**RESOLUTION OF THE FORT WORTH INDEPENDENT  
SCHOOL DISTRICT BOARD OF TRUSTEES REQUESTING  
REAPPRAISAL FOR THE 2025 TAX YEAR**

**February 18, 2025**

**EVERMAN INDEPENDENT SCHOOL DISTRICT**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE EVERMAN INDEPENDENT SCHOOL DISTRICT TO REQUEST THE TARRANT COUNTY APPRAISAL DISTRICT REAPPRAISE THE TAXABLE PROPERTY WITHIN THE SCHOOL DISTRICT.**

**WHEREAS**, a school district’s Basic Entitlement amount is set by the state and paid by local funds and state funds;<sup>1</sup>

**WHEREAS**, if a school district’s Local Funding is less than the Basic Entitlement for the school district, the state provides funding until the Basic Entitlement is met for the school district unless the school district’s property values are appraised too low by the local appraisal district;

**WHEREAS**, a school district’s Local Funding is the Maintenance and Operations (M&O) Tax Rate multiplied by the taxable value for the school district, as determined by its local appraisal district (Appraisal District Values);

**WHEREAS**, because “[i]t is the policy of this state to ensure equity among taxpayers in the burden of school district taxes and among school districts in the distribution of state financial aid for public education”<sup>2</sup>, state law requires that (1) the Texas Education Agency calculate each school district’s maximum compressed tax rate annually, which is the tax rate at which the district must levy an M&O tax to receive the full Basic Entitlement,<sup>3</sup> and that (2) the Texas Comptroller’s office conduct a school district ratio study (Property Value Study) to determine the total taxable value of all property in each school district at least once every two years (State Values);<sup>4</sup>

**WHEREAS**, the Texas Constitution requires taxation to be equal and uniform;<sup>5</sup>

**WHEREAS**, if the ratio of a school district’s Appraisal District Values divided by the State Values is too low, the school district may receive less state funding towards its Basic Entitlement;<sup>6</sup>

**WHEREAS**, the Tarrant Appraisal District Board of Directors, on August 9, 2024, adopted its 2025-2026 Reappraisal Plan (Reappraisal Plan) that holds residential taxable values at the 2024 final values except for property with new construction or new improvement value and provides that residential properties will not be reappraised again until the 2027 tax year and only in odd number years thereafter;<sup>7</sup>

**WHEREAS**, the Reappraisal Plan, recognizing the danger posed to school district funding, pledges to reconsider the plan for school districts with “ratios that indicate an ISD

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<sup>1</sup> Tex. Educ. Code §§ 48.002, 48.010.

<sup>2</sup> Tex. Tax Code § 403.301.

<sup>3</sup> Tex. Educ. Code § 48.2551.

<sup>4</sup> Tex. Gov’t Code § 403.302.

<sup>5</sup> Tex. Const. art. 8, § 1(a).

<sup>6</sup> Tex. Gov’t Code § 403.302(c).

<sup>7</sup> Tarrant Appraisal District 2025 – 2026 Reappraisal Plan.

would qualify for a grace period (90-95%) in the [Property Value Study] or that would receive an invalid finding (<90%) resulting in state value will be identified for board consideration and possible amendment of the reappraisal plan.”<sup>8</sup>

**WHEREAS**, Tarrant Appraisal District Chief Appraiser, Joe Don Bobbitt, RPA, notified Everman ISD on January 14, 2025, that Everman ISD’s Appraisal District Values have an 86% ratio to the State Values;

**WHEREAS**, Tarrant Appraisal District Chief Appraiser, Joe Don Bobbitt, RPA, notified Everman ISD on February 3, 2025, that Everman ISD’s Appraisal District Values are “at 89.1% of what the Comptroller will likely calculate based on current sales. There is a risk that sale prices between now and June could continue to increase which would lower the ratio.”

**WHEREAS**, the 86% and 89.1% ratios are both below 90% and could go even lower once the State Values and Appraisal District Values become final;


**WHEREAS**, Everman ISD is in imminent danger of a severe negative financial impact if the Tarrant Appraisal District follows its Reappraisal Plan and refuses to reappraise Everman ISD’s Appraisal District Values;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees that the Everman Independent School District requests the Tarrant Appraisal District Board amend its 2025-2026 Appraisal Plan to provide for reappraisal of the taxable property within the Everman Independent School District for the 2025 tax year.

Passed and adopted this 18<sup>th</sup> day of February 2025.

  
\_\_\_\_\_  
Gary Balch  
President, Board of Trustees  
Everman Independent School District

ATTEST TO:

  
\_\_\_\_\_  
Linda Lutrick  
Secretary, Board of Trustees  
Everman Independent School District

<sup>8</sup> *Id.* at pg. 27.



**RESOLUTION OF THE CASTLEBERRY INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR**

**WHEREAS**, the Tarrant County Appraisal District (TAD) Board will be considering an action item at its upcoming meeting on February 26th, 2025, to authorize reappraisals for school districts where the ratios are at or below 90% based on a Mock Property Value Study, and

**WHEREAS**, these ratios are based on the average of the Appraisal/Sale Ratio for each independent school district and a weighted mean, and

**WHEREAS**, the Castleberry Independent School District's stratified weighted mean is projected to be approximately 0.81; and

**WHEREAS**, Property Value Study (PVS) results for certain school districts may be determined invalid by the state, which could lead to the assignment of a state value, potentially negatively impacting the financial revenues of these districts; and

**WHEREAS**, accurate property valuations are vital for the District's financial planning and help the District have a clearer picture of its revenue so that it can plan its budget accordingly for the upcoming year.

**WHEREAS**, the Castleberry Independent School Board recognizes that the TAD Board places significant importance on the input and recommendations of governing bodies, particularly in those cases where there is concern about a potential negative impact on its financial standing if a reappraisal is not conducted in any given year where there is evidence of a need for such reappraisal.


**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Castleberry Independent School District hereby formally requests that the TAD Board authorize a reappraisal for the 2025 tax year, and strongly encourages the TAD Board to give due consideration to the financial implications for our District.

**BE IT FURTHER RESOLVED** that this resolution be submitted to the TAD Board prior to the February 26, 2025, meeting for their review and consideration, in alignment with the District's interest in ensuring accuracy and fairness of the property valuation for properties within the District.

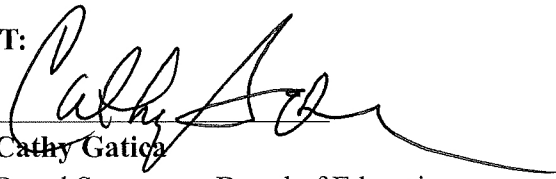
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Adopted during a regular meeting of the Board of Education of the Castleberry Independent School District on this 10<sup>th</sup> day of February 2025, by a vote of 6 ayes and 0 nays.

**Castleberry INDEPENDENT SCHOOL DISTRICT**

By:   
**Dewey Tahaferro**  
Board President - Board of Education  
Castleberry Independent School District

**ATTEST:**

By:   
**Cathy Gatica**  
Board Secretary - Board of Education  
Castleberry Independent School District

**RESOLUTION OF THE CASTLEBERRY INDEPENDENT  
SCHOOL DISTRICT BOARD OF EDUCATION REQUESTING  
REAPPRAISAL FOR THE 2025 TAX YEAR**

**February 10, 2025**

Page 2 of 2

**RESOLUTION OF THE KENNEDALE INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR**

**WHEREAS**, the Tarrant County Appraisal District (TAD) Board will be considering an action item at its upcoming meeting on February 26th, 2025, to authorize reappraisals for school districts where the ratios are at or below 90% based on a Mock Property Value Study; and

**WHEREAS**, these ratios are based on the average of the Appraisal/Sale Ratio for each independent school district and a weighted mean; and

**WHEREAS**, Property Value Study (PVS) results for certain school districts may be determined invalid by the state, which could lead to the assignment of a state value, potentially negatively impacting the financial revenues of these districts; and

**WHEREAS**, accurate property valuations are vital for the District's financial planning and help the District have a clearer picture of its revenue so that it can plan its budget accordingly for the upcoming year.

**WHEREAS**, the Kennedale Independent School Board recognizes that the TAD Board places significant importance on the input and recommendations of governing bodies, particularly in those cases where there is concern about a potential negative impact on its financial standing if a reappraisal is not conducted in any given year where there is evidence of a need for such reappraisal.

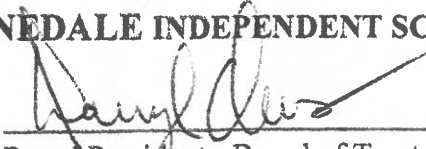
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Kennedale Independent School District hereby formally requests that the TAD Board authorize a reappraisal for the 2025 tax year for school districts where the ratios are projected to be at or below 90% and strongly encourages the TAD Board to give due consideration to the financial implications for our District.

**BE IT FURTHER RESOLVED** that this resolution be submitted to the TAD Board for their review and consideration, in alignment with the District's interest in ensuring accuracy and fairness of the property valuation for properties within the District.

Adopted during a regular meeting of the Board of Education of the Kennedale Independent School District on this 26<sup>th</sup> day of February 2025, by a vote of 7 ayes and 0 nays.

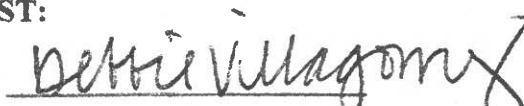
**KENNEDALE INDEPENDENT SCHOOL DISTRICT**

By:

  
Board President - Board of Trustees  
Kennedale Independent School District

**ATTEST:**

By:

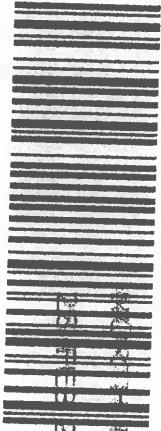
  
Board Secretary - Board of Trustees  
Kennedale Independent School District

*Kennedale Independent School District*

120 W. Kennedale Pkwy  
Kennedale, TX 76060



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Tarrant Appraisal District  
2500 Handley-Ederville Rd.  
Fort Worth, Tx. 76118

76118-590900



# Tarrant Appraisal District

## Board of Directors ~~2024~~—2025

### Amended and Restated Policy Manual

#### INTRODUCTION:

The Tarrant Appraisal District (“TAD”) is a political subdivision of the State of Texas created by Legislature through enactment of the Texas Tax Code. ~~The district’s~~TAD’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~~TAD 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 and does not replace or contradict 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~~ Further, this Policy Manual does not a substitute for or a summary of apply to the various manuals and guidelines for ~~the district’s~~TAD’s day-to-day operations. To the extent any provision of this Policy Manual conflicts with applicable statutes, regulations, or other legal authority, such statutes, regulations and legal authority shall control.

The Board of Directors governs ~~Tarrant Appraisal District~~the TAD. The Board’s primary duties are to (i) select and supervise the Chief Appraiser, ~~to~~(ii) adopt the annual budget, and ~~to~~(iii) ensure that the ~~district~~TAD 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.”**

## SCHEDULING OF MEETINGS:

The Board ~~ordinarily~~typically meets at 8:00 a.m. on the ~~2<sup>nd</sup> Friday of the months listed below at the district offices.~~last Wednesday of a month in which a meeting is scheduled. 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~~

### • NEW DIRECTOR ORIENTATION:

~~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

### **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) — 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, and an introduction to key office personnel and their roles.

~~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.

~~2) — DIRECTOR TRAINING~~

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

~~DEVELOPING BOARD MEETING AGENDA~~ DEVELOPING BOARD MEETING AGENDAS:

~~3) —~~

A. ~~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~~ at least three days before the regularly scheduled meeting.
2. If ~~any director requests~~ two Directors request in writing to the Chair that an item be placed on the agenda, the ~~board chair~~ 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 written request ~~should~~ must be made to the Chair at least eight calendar days ~~prior to~~ before 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~~ before the posted meeting, except in an emergency, as per state law.

~~B. Use of consent agenda~~ Consent agendas:

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, and



e.          Other routine items

2. Any individual Director may remove an item from the consent agenda for discussion and separate action.

**C.          Removing items from the agenda—:**

1. Items may be removed from the agenda by motion and majority vote in public session.

**D.          Items that cannot be discussed in public:**

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

~~2.~~

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~~

3. Issues for

~~A.~~ which legal advice is sought by the Board, which shall be discussed in executive session to preserve the attorney-client privilege.

**E.          Taxpayer Liaison**

1. The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer.

2. 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. ~~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.~~

~~3. c.~~

4. Until final disposition of each complaint and unless doing so would jeopardize an investigation, the Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.

**DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS:**

**A. Citizens addressing the Board** (Section 551.007, Texas Government Code);

~~1.~~

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~~before the time the ~~chair~~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~~ Public comments are ~~usually~~ limited to three minutes or as may be set at the discretion of the ~~board chair~~ Board Chair.
  3. Public 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 ranted to other speakers in accordance with this policy.~~
  - ~~b.~~
  4. The Board will accept written as well as oral information.
  - ~~c.~~5. Groups of more than three people wishing to address the same item ~~might be asked to~~shall 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~~
  6. Unless the Chair determines otherwise, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
  - ~~g.~~
  7. Each public 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.~~
  8. Speakers will be called upon in the order in which they appear on the official sign-up sheet.  
~~The~~
  9. Public speakers may not discuss and the Board will not ~~hear~~entertain public comments on matters that are not under ~~its~~TAD's jurisdiction.
  - ~~i.~~

10. 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.~~

**C. Board response to citizens addressing the Board:**

~~1. Staff~~

1. If instructed by the Chair, staff may present specific facts or existing policy in response to a public comment.

~~2.~~

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~~shall not respond directly to ~~non-agenda items.~~a public speaker during the period for public comments.

~~E.~~

**D. Meeting Procedural Rules:**

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

~~F. Discussion of motions~~

~~1.~~

2. All discussion of motions shall be directed solely to the business currently under deliberation.

~~3. The board chair has the responsibility to~~Board Chair shall keep the discussion of motions at meetings relevant to the motion at hand.

~~G.~~

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

**E. Voting and Motions**

1. When voting on a motion, the Chair may, at his discretion: implement i) a voice vote where Directors clearly express their vote verbally so that it may be recorded accurately by staff, or (ii) a roll call vote where each Director individually states their vote aloud so that it may be recorded accurately by staff.

2. ~~Directors, 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~~Board Chair, must abstain in the event of from voting on any issue for which there is a conflict of interest as defined under Tex

~~6) INDIVIDUAL DIRECTORS' REQUESTS FOR INFORMATION OR REPORT~~

INDIVIDUAL DIRECTOR'S REQUESTS FOR INFORMATION:

A. Protocol for Directors Requesting Information:

1. ~~A-~~ Directors shall ~~request~~ submit requests, in writing, for information and/or reports ~~through~~ from the Chief Appraiser's office or the Chief Appraiser's designee, with a copy to the Board Chair and Secretary.
- ~~B-~~
2. Written information/reports will be disseminated through the Chief Appraiser's office and shared with all ~~directors~~ Directors.
- ~~C-~~ Requests
3. The Chief Appraisal shall ensure that requests for information by a Director during a board meeting will be compiled by are responded to fully within one week; or, if the Chief Appraiser's staff-
  - ~~D-~~ request cannot be fulfilled within a week, the Chief Appraisal shall notify all Directors in writing with an information-explanation as to why the request cannot be fulfilled, the Chief Appraiser will notify the Board within a week and a deadline by which the requested information shall be provided.
  - ~~E-~~
  4. The Chief Appraiser will copy all correspondence requesting information sent to the attention of the Chair and Secretary, or the Board of Directors and forward such correspondence to the entire Board within forty-eight (48) hours of receipt.

COMMUNICATIONS POLICY

A. ~~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~~ Communications, generally:
  1. Individual Directors shall not and cannot speak in an official capacity for the Board outside of the boardroom.
  2. The Chief Appraiser shall not represent in any communications outside of a Board meeting that he has been directed to take any action by a director, without comment, for appropriate follow-up the Board unless that matter has been validly voted on and approved by the Board during a duly called and held meeting of the Board.
  3. When communicating in writing with a taxing entity within the TAD, the Chief Appraiser will provide appropriate information to the entire Board shall (a) direct all such communications to the attention of the presiding officer for that entity (i.e., if a school district, to the President of the Board of Trustees for that district; or, if a city council, to the Mayor for that city council), and

(b) copy the Board on all such written communications.

~~8) DIRECTOR VISITS~~

~~A. All directors are encouraged to visit~~

**B. Media Inquiries**

1. The Board Chair shall be the district offices. As a courtesy, directors will notify official spokesman 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.

2. Individual Directors who make statements to media must expressly state that their statements are made as individuals only and not on behalf of the Board.

**EVALUATION OF THE CHIEF APPRAISER**

**A. The Chief Appraiser's office contract**

~~B. Directors may interact with~~

1. Before any staff member but should not disrupt renewal or modification of the business process.

~~9) COMMUNICATIONS~~

~~A. The Chief Appraiser will communicate information~~Appraiser's contract, the Board shall review the contract in a timely fashion to all directors through in person conversations, telephone, text or email messages.

~~B. Individual directors will keep detail. Similarly, if the Chief Appraiser informed through in person conversations, telephone, email~~is presented with a new contract, the Board shall review it in detail before voting to approve, modify, or text messages. reject it.

~~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~~shall 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. review the Chief Appraiser's contract~~

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

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

**B. Chief Appraiser's performance evaluation**

~~1.~~

1. The Board ~~will~~shall determine the Chief Appraiser's goals in conjunction with the Chief Appraiser, but the Board has sole discretion in setting evaluation indicators.

~~2. The Board will maintain and use a Chief Appraiser~~

2. The Board shall evaluate the Chief Appraiser's performance at least annually, and may do so at any meeting upon proper notice and properly placing it on the agenda for any duly called or scheduled meeting.

3. The Board's evaluation instrument of the Chief Appraiser's job performance shall be

~~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.~~

OFFICERS:

A. Criteria & Selection

1. Any ~~director~~Director serving on the Board may be considered for the ~~office of chair or secretary~~ position of Chair or Secretary.

~~C.~~

Nominations and voting will for the Chair and Secretary shall occur in public session at a ~~regular~~ scheduled meeting of the Board.

2. ~~D. Election of officers is held at the regularly scheduled board~~meeting.

3. Election of the Board Chair and Secretary shall be held at the regularly scheduled meeting after the swearing in of newly elected ~~directors takes~~Directors take place.

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

~~A. Chair~~

~~1. Shall create~~

B. Role and Authority of the Chair and Secretary

~~1.~~

1. The Chair's authority includes, but is not limited to:

a. Creating all board meeting agendas in coordination with the Chief Appraiser. ;

~~2. Shall preside~~ b. Presiding at all board meetings;

~~3. Shall appoint~~ C. Appointing committees.

~~a. as deemed necessary, and if a committee is appointed, shall consist of~~ COMMITTEES shall contain no more than three ~~directors~~ Directors;

~~b. Individual directors may serve on various committees, as they are requested.~~

~~4. Shall call~~ d. Calling special meetings;

~~5. Shall sign~~ e. Signing all legal documents required by law, and perform other duties as required by statute and functions designated by the Board.

#### B. Secretary

~~1. Shall act~~

2. The Secretary's authority includes, but is not limited to:

~~a. Acting in the capacity of chair in absence of~~ Chair when the ~~chair~~ Chair is absent;

~~b. Shall sign~~ Performing such acts as may be delegated by the Chair; and

~~c. Signing~~ all legal documents required by law and perform other duties as required by statute and functions designated by the Board.

~~c.~~

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

### COMMITTEES

#### A. Establishing Committees:

1. The Board may establish committees as needed to carry out its responsibilities.

2. The Chair appoints committee members to serve until successors are appointed or until the committee is disbanded, as decided by the Chair.

#### B. Committee Authority:

1. A committee acts only as an adjunct to the Board and may not take any action that usurps the power or responsibilities of the Board.

### CLOSED MEETINGS:

A. 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~~

B. Voting on any items discussed in executive or closed session must be cast in public session.

C. Information and opinions shared during a closed meeting or executive session must remain confidential. ~~Others~~

### ENGAGING LEGAL COUNSEL

~~The Chair or Secretary may be invited to participate by consent of~~ engage the Board. ~~Board's legal counsel on an as-needed basis for matters concerning the Board. If an individual Director has an issue or issues for which legal counsel is desired, the individual Director shall submit a request in writing to the Chair or Secretary for a conference or consultation with the Board's legal counsel. The request shall identify the issue or issues for which legal guidance is sought, and the Chair or Secretary shall then arrange a consultation with the Board's attorney on the identified issue or issues.~~

### ~~—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.     

#### A. Non-English speakers:



1. 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~~TAD shall make reasonable efforts to secure the services of a translator or interpreter for the meeting.

~~B. Tarrant Appraisal District~~

**B. Access for disabled persons:**

1. The TAD strives to provide reasonable access to the Board by disabled persons. As part of this effort, the ~~district~~TAD 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~~ of the TAD. Correspondence should be 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 use 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.0~~

# **Tarrant Appraisal District Board of Directors 2025 Amended and Restated Policy Manual**

## **INTRODUCTION:**

The Tarrant Appraisal District (“TAD”) is a political subdivision of the State of Texas created by Legislature through enactment of the Texas Tax Code. TAD’s primary responsibility is to develop each year an appraisal roll for use by taxing units imposing ad valorem taxes. The geographic boundaries of TAD 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.

To the extent any provision of this Policy Manual conflicts with applicable statutes, regulations, or other legal authority, such statutes, regulations and legal authority shall control.

The Board of Directors governs the TAD. The Board’s primary duties are to (i) select and supervise the Chief Appraiser, (ii) appoint members to the Appraisal Review Board and appoint a Taxpayer Liaison Officer; (iii) adopt the annual budget, and (iv) ensure that the TAD 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.”**

### **SCHEDULING OF MEETINGS:**

The Board typically meets at 6:00 p.m. on the last Wednesday of a month in which a meeting is scheduled. 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.

### **NEW DIRECTOR ORIENTATION:**

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.

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, a copy of the Board Policy Manual, and an introduction to key office personnel and their roles.

### **DEVELOPING BOARD MEETING AGENDAS:**

#### **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 at least three days before the regularly scheduled meeting.
2. If two Directors request in writing to the Chair 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 written request must be made to the Chair at least eight calendar days before 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 before the posted meeting, except in an emergency, as per state law.

#### **B. Consent agendas:**

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:
  - a. Budget amendments,
  - b. Financial information,
  - c. Minutes of regular and called board meetings,

- d. Policy updates, and
- e. Other routine items

- 2. Any individual Director may remove an item from the consent agenda for discussion and separate action.

**C. Removing items from the agenda:**

- 1. 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.
- 3. Issues for which legal advice is sought by the Board, which shall be discussed in executive session to preserve the attorney-client privilege.

**E. Taxpayer Liaison**

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

**DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS:**

**A. Citizens addressing the Board:**

- 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 before 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. Public comments are limited to three minutes or as may be set at the discretion of the Board Chair.

3. Public speakers may not pool their time or give unused time to another speaker.
4. The Board will accept written as well as oral information.
5. Groups of more than three people wishing to address the same item shall appoint one person to represent the group's view to the Board.
6. Unless the Chair determines otherwise, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
7. Each public 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.
8. Speakers will be called upon in the order in which they appear on the official sign-up sheet.
9. Public speakers may not discuss and the Board will not entertain public comments on matters that are not under TAD's jurisdiction.
10. 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.

**C. Board response to citizens addressing the Board:**

1. If instructed by the Chair, staff may present specific facts or existing policy in response to a public comment.
2. The Board will not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
3. Directors shall not respond directly to a public speaker during the period for public comments.

**D. Meeting Procedural Rules:**

1. The Board shall observe the parliamentary procedures in Robert's Rules of Order, Newly Revised.
2. All discussion of motions shall be directed solely to the business currently under deliberation.
3. The Board Chair shall keep the discussion of motions at meetings relevant to the motion at hand.
4. Directors requesting to speak will be recognized in order of request or at the discretion of

the Board Chair.

**E. Voting and Motions**

1. When voting on a motion, the Chair may, at his discretion: implement i) a voice vote where Directors clearly express their vote verbally so that it may be recorded accurately by staff, or (ii) a roll call vote where each Director individually states their vote aloud so that it may be recorded accurately by staff.
2. Directors, including the Board Chair, must abstain from voting on any issue for which there is a conflict of interest as defined under Tex Gov Code Chapter 176.

**INDIVIDUAL DIRECTOR'S REQUESTS FOR INFORMATION:**

**A. Protocol for Directors Requesting Information:**

1. Directors shall submit requests, in writing, for information and/or reports from the Chief Appraiser's office or the Chief Appraiser's designee, with a copy to the Board Chair and Secretary.
2. Written information/reports will be disseminated through the Chief Appraiser's office and shared with all Directors.
3. The Chief Appraisal shall ensure that requests for information by a Director during a board meeting are responded to fully within one week; or, if the request cannot be fulfilled within a week, the Chief Appraisal shall notify all Directors in writing with an explanation as to why the request cannot be fulfilled within a week and a deadline by which the requested information shall be provided.
4. The Chief Appraiser will copy all correspondence requesting information sent to the attention of the Chair and Secretary, or the Board of Directors and forward such correspondence to the entire Board within forty-eight (48) hours of receipt.

**COMMUNICATIONS POLICY**

**A. Communications, generally:**

1. Individual Directors shall not and cannot speak in an official capacity for the Board outside of the boardroom.
2. The Chief Appraiser shall not represent in any communications outside of a Board meeting that he has been directed to take any action by the Board unless that matter has been validly voted on and approved by the Board during a duly called and held meeting of the Board.

**B. Media Inquiries**

1. The Board Chair shall be the official spokesman 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.
2. Individual Directors who make statements to media must expressly state that their statements are made as individuals only and not on behalf of the Board.

### **EVALUATION OF THE CHIEF APPRAISER**

#### **A. The Chief Appraiser's contract**

1. Before any renewal or modification of the Chief Appraiser's contract, the Board shall review the contract in detail. Similarly, if the Chief Appraiser is presented with a new contract, the Board shall review it in detail before voting to approve, modify, or reject it.
2. The Board shall annually review the Chief Appraiser's compensation and benefits during the chief appraiser's evaluation.

#### **B. Chief Appraiser's performance evaluation**

1. The Board shall determine the Chief Appraiser's goals in conjunction with the Chief Appraiser, but the Board has sole discretion in setting evaluation indicators.
2. The Board shall evaluate the Chief Appraiser's performance at least annually, and may do so at any meeting upon proper notice and properly placing it on the agenda for any duly called or scheduled meeting.
3. The Board's evaluation of the Chief Appraiser's job performance shall be conducted in executive session.

### **OFFICERS:**

#### **A. Criteria & Selection**

1. Any Director serving on the Board may be considered for the position of Chair or Secretary.
2. Nominations and voting for the Chair and Secretary shall occur in public session at a regularly scheduled meeting.
3. Election of the Board Chair and Secretary shall be held at the regularly scheduled meeting after the swearing in of newly elected Directors take place.

#### **B. Role and Authority of the Chair and Secretary**

1. The Chair's authority includes, but is not limited to:



- a. Creating all board meeting agendas in coordination with the Chief Appraiser;
  - b. Presiding at all board meetings;
  - c. Appointing committees as deemed necessary, and if a committee is appointed, shall consist of less than a quorum;
  - d. Calling special meetings;
  - e. Signing all legal documents required by law, and perform other duties as required by statute and functions designated by the Board.
2. The Secretary's authority includes, but is not limited to:
- a. Acting in the capacity of Chair when the Chair is absent;
  - b. Performing such acts as may be delegated by the Chair; and
  - c. Signing all legal documents required by law and perform other duties as required by statute and functions designated by the Board.
3. If both the Chair and the Secretary are absent from a meeting, the remaining members shall select by majority vote a temporary presiding officer. The Board member whose surname appears first when listed in alphabetical order presides for the purpose of opening the meeting and conducting that vote.

**COMMITTEES**

**A. Establishing Committees:**

- 1. The Board may establish committees as needed to carry out its responsibilities.
- 2. The Chair appoints committee members to serve until successors are appointed or until the committee is disbanded, as decided by the Chair.

**B. Committee Authority:**

- 1. A committee acts only as an adjunct to the Board and may not take any action that usurps the power or responsibilities of the Board.

**CLOSED MEETINGS:**

- A. The Board shall only discuss items on the closed meeting agenda in accordance with the Texas Open Meetings Act.
- B. Voting on any items discussed in executive or closed session must be cast in public session.
- C. Information and opinions shared during a closed or executive session must remain confidential.

**ACCESS TO BOARD FOR NON-ENGLISH SPEAKERS AND PEOPLE WITH DISABILITIES:**

**A. Non-English speakers:**

- 1. 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 TAD shall make reasonable efforts to secure the

services of a translator or interpreter for the meeting.

**B. Access for disabled persons:**

1. The TAD strives to provide reasonable access to the Board by disabled persons. As part of this effort, the TAD 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.

**COMPLAINTS:**

The Board will consider written complaints about any matter within the jurisdiction of the TAD. Correspondence should be 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 use 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 1.111(e) 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.