

CAMERON APPRAISAL DISTRICT

BOARD OF DIRECTORS'

Procedures and Policy

VI.0

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SECTION 1 – FUNCTIONS OF APPRAISAL DISTRICT DIRECTORS

SECTION (1a) - General Statement of Functions

As a Board of Director of an appraisal district, the directors have several primary responsibilities. They are as follows:

1. To establish the appraisal district's appraisal office.
2. To employ a Chief Appraiser.
 - A. Review of performance will be held by full Board in December
 - B. The Board will receive reports from any established Review Committees prior to performance review.
3. To adopt the appraisal district's annual operating budget.
4. To contract for necessary services as recommended for approval by the Chief Appraiser for various contracts and services including but not limited to legal counsel, service contracts, depository bids, insurance and other services.
5. To employ a Taxpayer Liaison Officer.
6. Make general policy on the operations of the CAD.
 - A. Announce Chairperson Procedures for current year in February as authorized by Roberts Rules of Order.
 - B. Committees are to bring their recommendations to the Board along with reasons and options,
 - C. The Board requests that contracts for necessary services be presented to the full Board 60 days prior to implementation or expiration date of current contract in order that a second Board meeting might be requested. In the event that this is not possible written record should be presented as to why.
7. To provide for Public Access.

SECTION 2 – DIRECTORS’ MEETINGS

SECTION (2a) - CAD BOARD OF DIRECTORS’ MEETINGS

The Board of Directors must meet at least four(4) times each year, but may hold more meeting as they become necessary. Since the CAD is large and serve over 30 entities, a monthly meeting is necessary to keep the directors informed and to conduct business that requires Board action.

The Board shall conduct its meetings in accordance to Robert’s Rule of Order, Open Meetings Act, Texas Property Tax Code, and local CAD Board Rules adopted herein.

The Board shall meet every third Monday of the month at 5:45 pm unless otherwise called by the Chairperson and/or the majority vote by directors to change the date and time. The Chairperson shall prepare the agenda with the help of the Chief Appraiser. Other board members may add items to the agenda by notifying the Chairperson of the subject matter at least ten (10) days in advance of the regular meeting date.

Special meetings may be called by either the Chairperson or two (2) directors as deemed necessary to properly conduct appraisal district business.

SECTION 3 – PROCEDURES FOR BOARD OF DIRECTORS

SECTION (3a) – Chairperson Policy

The Board Policy and Procedures and Robert’s Rules of Order seem to allow some discretion to the Board Chairperson.

1. **Public Access:**

(The district) is a strong believer in public transactions being “open, inclusive, and transparent”, in addition to the short formal statements allowed during the Public Access section, The chairperson will welcome brief constructive comments from the public during the discussion and action items of the regular Board agenda. Members of the public would need to identify themselves for the record. The chairperson retains the right to limit comment once a certain point has been made.

2. The Chairperson may appoint professional representatives to committees to act in an advisory (non-voting) capacity (for example, a medical service provider and non-bidding insurance professional to the budget committee).

3. Public hearings should be held at a meeting prior to action on an issue when public hearing is mandated.

4. **Establish Chairperson Communication Protocol**

With Chief Appraiser:

The Chief Appraiser has authority to run the business of the District and will provide information for ratification at the full Board meeting. The Chief Appraiser as a courtesy will keep the Board Chair apprised of issues.

With Executive Committee:

Chairperson, Vice Chairperson, Secretary

With Board Attorney:

The Board Chair will represent the Board by seeking direction and advice from the Board Attorney about items such as Chief Appraiser’s employment. Board members are to speak to the Chairperson before calling the Board Attorney in order to make sure that issues have not been previously covered and duplicate calls are not being made to the Board Attorney.

With other Board members:

The Chairperson will make a good faith effort to update all Board members on issues the Chair deems critical and will receive requests for information from other Board members 24 hours a day!

With the Press:

The Chairperson requests that all questions from the press relating to Board action or agenda items be referred to the Chairperson. Any items relating to Executive Session issues or personnel issues are not able to receive comment.

5. Appoint Board member to act as a Sergeant at Arms to remind Chair if Policies and Procedures are being followed.

SECTION (3b) – Procedures for CAD Individual Board Members

1. To receive information from the public about CAD activities and when necessary bring corrective issues to the full Board.
2. To fully participate in full Board activities and responsibilities.
3. To respect approved protocol for Board member communications with press, Chief Appraiser, and Attorney.
4. Will encourage any staff member recommendations/complaints be made to Chief Appraiser, or to the full Board.

SECTION (3c) – Travel Procedures for Board Members

When Board members are required to travel out-of-district for appraisal district business, each director traveling by automobile shall be paid at the Internal Revenue Service allowable rate. Origination point for the calculation of mileage shall be from the director's hometown.

SECTION (3d) – Public Access

In an attempt to improve communications between the CAD and the public, the CAD directors shall have on every agenda for a regular meeting an item entitled Public Access. The Public Access will also be posted with the agenda in Spanish to better serve the large number of Spanish speaking property owners.

Those persons interested in speaking to the Board during the Public Access portion of the agenda will be asked to sign in before the meeting begins and to state the subject matter. Individual comment will be limited to five (5) minutes with the total public comment period limited to thirty (30) minutes.

SECTION (3e) – Public Access for Disabled Persons

The Board of Directors understands that disabled persons must have equal access. To accomplish this, the Board will provide an interpreter or a sign language professional when the need arises. The Board must have at least two (2) days notice in writing to make arrangements with the Valley Association for the Independent Living.

The CAD does maintain a handicap parking area, ground floor meeting room, doors with no barriers, and restrooms equipped for the disabled.

SECTION (3f) – Procedures for Handling Complaints

The CAD policy is to have fair, open and efficient procedures for handling appraisal district business. The following is a step by step guide for the residents and CAD directors to follow in the event a complaint should arise:

1. Prepare your complaint in writing and deliver it to the Chief Appraiser or Liaison Officer for consideration.
2. If the matter is not resolved satisfactorily, then deliver the written complaint to the Chairperson of the CAD Board of Directors. However, if the complaint issue is one that is under the jurisdiction of the Appraisal Review Board, the resident will

be directed to exhaust his/her administrative remedies available in the Texas Property Tax Code. If appropriate, the Chairperson may include the item on the next regular meeting agenda for an attempt to resolve the problem and/or complaint. Complaints against CAD personnel will be heard in Executive Session unless the CAD employee requests that it be held in Open Session.

- A. Complaints about property values and statistics should first go to the District where paperwork should be documented to retain full rights of taxpayer, or to if necessary, the Chief Appraiser or Liaison Officer. They will then be directed to the Appraisal Review Board.
 - B. Complaints about Board procedures and policies, CAD errors and omissions, late notices, CAD procedures and policies, or other issues under Board authority should be directed to the Board.
3. The Chairperson must notify all parties involved of the date, time, and place of the regular Board meeting. The Chairperson will also inform the complaining party of the status of such complaint on a quarterly basis until the matter has come to a final disposition by the CAD Board of Directors.
 4. The Chair may at his/her discretion appoint the Liaison Officer to fulfill the responsibilities listed above in regards to communicating with a complaining party.

SECTION 4 – BUDGETING AND PURCHASING PROCEDURES

SECTION (4a) – Process of Adopting Annual Budget

By June 15, Board will receive recommended budget for next fiscal year. Budget must be approved by September 15. CAD's fiscal year January 1 - December 31.

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| A. April | Request each Board member to state any special funding for the next year. Give Direction to Chief Appraiser. |
| B. April | Setup budget workshop for budget committee, CAD staff, and taxing entities. |
| C. June | Receive budget committee report and recommendations on proposed budget. |
| D. June | Mail taxing entities copy of proposed budget. |
| E. July | Publish budget hearing notice. |
| F. August | Public hearings as required by law, and approval of Budget. |

The Board of Directors must hold a public hearing to consider the budget. This hearing gives taxing units and the public an opportunity to observe and comment on how the funds are being spent. The law does not require the Board to hold the hearing on a specific date, but the budget must be finally approved before September 15.

A total of 5 votes in favor of a motion to adopt or amend the budget is required. Any attempt to adopt or amend the budget with less than a majority of the 9 member board voting in favor of the motion will be considered to be in violation of this policy and such vote will be deemed to fail to carry.

If the CAD Board determines the need to change the budget allocation method prescribed by the Texas Property Tax Code, the matter can only be voted on if the entire CAD Board membership is present at a duly posted meeting.

SECTION (4b) – Purchasing Process and Authority

The Cameron Appraisal District is subject to the same the same requirements and has the same purchasing and contracting authority as a municipality under Chapter 252 of the Local Government Code (Property Tax Code section 6.11), and shall follow the requirements set forth in Chapter 252 unless prohibited by law.

The Chief Appraiser is authorized to make purchases for any one item or service costing no more than \$50,000, and board approval is not required if the purchase is a

budgeted item. Purchase for any one item or service costing in excess of \$50,000 requires competitive bidding.

Reoccurring supplies and services that are under \$5,000 do not require quotes, bids, or proposals, but the purchasing department should review vendors periodically for competitive pricing. For all items over \$5,000 but less than \$50,000 require three price quotations, or by utilizing a vendor in which the bidding process has been concluded with the following agencies or organizations: Texas Procurement Support Services (TPASS), Department of Information Services (DIR), Texas Multiple Award Schedule (TXMAS), Texas Industries for the Blind & Handicap (TIBH), Texas Cooperative Purchasing Network (TCPN), TASB Buy Board Cooperative Purchasing, and National Joint Powers Alliance (NJPA).

When the competitive process applies, the bid or proposal shall address: notice requirements, bid specifications, the acceptance/rejection process, bid procedures, change order procedures (if applicable), and the effect of noncompliance (if applicable), and any other details pertinent to the product or service to be acquired.

If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the District. In determining the best value for the District, the District may consider:

- (1) the purchase price;
- (2) the reputation of the bidder and of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the District's needs;
- (5) the bidder's past relationship with the District;
- (6) the impact on the ability of the District to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (7) the total long-term cost to the District to acquire the bidder's goods or services; and
- (8) any relevant criteria specifically listed in the request for bids or proposals.

Requests for proposals must solicit quotations and must specify the relative importance of price and other evaluation factors. Discussions in accordance with the terms of a request for proposals and with regulations adopted by the governing body of the District may be conducted with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain the best final offers, revisions may be permitted after submissions and before the award of the contract.

SECTION 5 – CHIEF APPRAISER

SECTION (5a) – Chief Appraiser Search and Selection Procedures

One of the Board’s most important functions is that of selecting a Chief Appraiser. The chief appraiser is the appraisal office chief administrative officer as set forth in the Property Tax Code.

Appointed by the Board of Directors, the chief appraiser serves at the pleasure of the Board and is directly accountable to the directors of the CAD. All other personnel are employed by and accountable to the chief appraiser.

In the event of a vacancy in the office of chief appraiser, the Chairman of the Board if Directors may appoint members of the board to serve as a “search committee”, and may retain outside assistance, including an executive-search firm, as it deems necessary to recruit the best possible candidate. Based on the required duties, responsibilities, and qualifications, the search committee will recommend to the entire board the best candidate(s) to be considered.

A majority vote of the full board (currently 5 members or more) in favor of a motion to select or dismiss the Chief Appraiser is required. Any attempt to select or dismiss a Chief Appraiser with less than a majority of the full board (currently 9 members) voting in favor of the motion will be deemed to fail to carry.

The Board of Directors shall annually evaluate the Chief Appraiser’s performance in April or at such additional times as may be deemed necessary by the Board. The evaluation shall be done in writing and will be placed in the Chief Appraiser’s file permanently. The board may vote to compensate the chief appraiser as allowed within the adopted budget, or may use salary comparisons from similarly-situated districts in order to determine appropriate compensation.

When the position of chief appraiser becomes vacant, the Cameron Appraisal District Board of Directors will follow this procedure in the search for qualified candidates.

1. Preliminary Search Procedures
 - Seek the advice of District counsel for guidance.
 - Acknowledge the vacancy of the position of chief appraiser at the next regularly scheduled Board meeting or at a special meeting.
 - Name an Interim chief appraiser at the earliest opportunity. The Board will consider selection of an interim chief appraiser from qualified Appraisal District employees or qualified candidates from outside the district.

- Review the job description and qualifications of the chief appraiser position.
 - Discuss reasonable salary range and compensation package.
 - Establish a schedule for the search process.
2. Search Procedures
- The Board may announce that the District is accepting applications/resumes for the chief appraiser Position by doing one or more of the following:
 1. Post the job opening with the Texas Association of Appraisal Districts (TAAD) and the Texas Association of Assessing Officers (TAAO), and in local newspapers and other media outlets,
 2. Deliver letters with posting information to selected Appraisal Districts,
 3. Consult an executive-search firm,
 4. Recruit specific qualified candidates, or
 5. Adopt other methods chosen by the Board of Directors.
 - Conduct preliminary screening of candidates.
 - Conduct interviews with one or more qualified candidates using a list of pre-determined questions. If the Board interviews more than one candidate, the questions shall vary as little as feasible from candidate to candidate.
 - Conduct second interview, if necessary, with most qualified candidates.
 - Conduct Board vote.
 - Make an offer to selected candidate.
3. Post-search Procedures
- Discuss the terms of employment and/or contract with selected candidate.
 1. Probationary period, if any, and starting salary.
 2. Benefits package.
 3. Establish vehicle mileage rates and conditions.
 4. Raise any other matters of concern to the Board of Directors.
 - Discuss the duties and responsibilities, standards, and the evaluation of the chief appraiser.
 - Provide notice of the appointment:
 1. Announce the appointment to District staff.
 2. Announce the appointment at Board of Directors next meeting.
 3. Announce the appointment in appropriate media outlets.
 4. Conduct other action deemed appropriate by the Board of Directors.
4. Areas of inquiry during candidate interviews may include the following:
- Discussion of the candidate's education, including academic and professionally-related educational background.

- RPA status.
- Background in mass appraisal, administration of exemptions and special valuation, public administration, and other areas addressed by the Texas Property Tax Code and relevant sections of the Texas Government Code and Texas Local Government Code.
- Experience with CAD operations in general and appraisal district administration.
- Experience in budget writing.
- Familiarity with the Public Funds Investment Act.
- Familiarity with public information and open-meetings laws.
- Familiarity with confidentiality laws.
- Experience with automated appraisal systems.
- Membership in any professional appraisal organizations including TAAD, TAAO, and IAAO.
- Any other items deemed germane by the board.

The Board of Directors will survey the available chief appraiser salary and benefits information, including compensation paid to chief appraisers in other similarly situated appraisal districts.

5. At its discretion, the Board may post advertising for the position and include in the advertisement the following or similar language:

Chief Appraiser Job Opening

The Cameron Appraisal District is currently accepting applications and/or resumes for the position of Chief Appraiser. Applicants must possess excellent leadership skills and experience in administration and management. Strong consideration shall be given to the applicant's background in mass appraisal, administration of exemptions and special valuation, public administration, and other areas addressed by the Texas Property Code and relevant sections of the Texas Government Code and Texas Local Government Code. Applicant must be certified as a Registered Professional Appraiser with the Texas Department of Licensing and Regulation or possess a professional designation identified in Texas Property Tax Code section 6.05(c). Salary will be based on qualifications and experience. Applications and/or resumes will be accepted until 5:00 P.M.

Please submit applications and/or resumes to:

Board of Directors
 Cameron Appraisal District
 P.O. Box 1010
 San Benito, TX 78586

SECTION (5b) – Chief Appraisers Duties, Responsibilities and Qualifications

The Chief Appraiser has statutory and administrative responsibilities. His/her primary statutory duty is to discover, list, review and appraise all taxable tangible property within the boundaries of the CAD using generally accepted appraisal techniques. Specific duties of the Chief Appraiser of his delegates are as follows:

1. To appraise all taxable property at 100% market value.
2. To determine the eligibility of exemption applications.
3. To determine eligibility for productivity valuation and establish both market and productivity value on qualified property.
4. To perform an analysis of market conditions annually.
5. To create appraisal records such as tax maps, appraisal cards, property identification systems, forms, and other items necessary to record data.
6. To create and implement procedures for equitable and uniform taxation of inventory.
7. To notify property owners with a long or short notice of appraised value when required by the Property Tax Code.
8. To determine whether property qualified for productivity valuation has undergone a change of use and notify the owner of such determination.
9. To make the appraisal roll available to the public as well as to all the local, state, and federal governments
10. To submit completed appraisal records to the Appraisal Review Board.
11. To testify before the ARB on proposed values and other actions of the Chief Appraiser.
12. To provide supplemental records to the ARB and to the taxing units which are affected.
13. To make corrections to the appraisal roll as ordered by the ARB members.
14. To certify an appraisal roll to each taxing unit's Tax Assessor/Collector.

15. To implement and administer the Property Tax Code and other related Texas Civil Statutes as required by law.
16. To effectively and efficiently manage the day to day business of the District.
17. To act as a liaison between the Board of Directors and district employees.
18. To cultivate employee morale.
19. To set an example by word and deed to be followed by employees of the District.
20. To treat all members of the public with respect and to require district employees to act likewise.
21. To maintain harmony with the taxing entities by listening to their needs, addressing those needs as promptly and efficiently as possible, and by communicating those needs to the Board of Directors so that the Board may assist the Chief Appraiser in meeting those needs.
22. To set a model of professionalism and fairness by conduct and speech and require all district employees to perform likewise.
23. To correspond in writing to the Chairperson, any Board member, or any taxing entity where necessary and provide a copy to all members of the Board of Directors.