

2018 GENERAL POLICY FOR  
PUBLIC ACCESS TO BOARD OF DIRECTORS

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

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

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

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

At each regularly scheduled meeting on the third Thursday of each month at 12:30 p.m. in the CCAD Board Room, the Chairman of the Board shall announce that each person wishing to address the Board on such policies, procedures or issues may have five (5) minutes in which to do so. The Board may vote to expand any person's time for speaking. If there are a large number of persons wishing to speak to the Board, the Board may vote to reduce each person's time for speaking as may be reasonably necessary to allow the Board to complete its business and adjourn the meeting at a reasonable time.

The Board may refuse to hear any person who attempts to speak on a subject unrelated to the policies and procedures of the Appraisal District or the Appraisal Review Board and unrelated to any other issue under the Board's jurisdiction. (Refer to Section 6.04(d), Texas Property Tax Code.)

If a person who does not speak English or who communicates by sign language wishes to address the Board at a meeting, and that person is unable to provide an interpreter, the individual should notify the Chief Appraiser in writing at least three (3) business days prior to the meeting, and earlier if possible. Upon receiving such a notice, the Chief Appraiser shall arrange to have an interpreter at the meeting. (Refer to Section 6.04(e), Texas Property Tax Code.)

If a person has a disability and needs assistance to enter the Appraisal District office building, the individual should notify the Chief Appraiser in writing at least three (3) business days prior to the meeting so that arrangements can be made. (Refer to Section 6.045(e), Texas Property Tax Code.)

Policies for Resolving Complaints

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

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

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

Correspondence shall be mailed to:

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

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

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

At least quarterly and until final disposition of the complaint, the Board shall notify the parties to the complaint of its status unless notice would jeopardize an undercover investigation. (Refer to Section 6.04(g), Prop. Tax Code.)

<b>BOARD MEMBERS</b>	<b>APPRAISAL DISTRICT</b>	<b>ARB</b>
Sam Sparger , Board Chairman	Jo Ann Hohertz, RPA, CCA, Chief Appraiser	Monty Montgomery -Chairman
Jerome Hall, Board Vice- Chairman		Dwain Johnson - Secretary
Susan Riley, Board-Secretary		Jessica Richmond
Sheila Stephens		
Grace Everhart, Tax Assessor-Voting Member		

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