

# **ARB Administrative Policies**

## **Officers**

The officers of the Appraisal Review Board will be elected as soon as possible after the new Board members are appointed. The Chairperson, Vice-Chairperson and Secretary shall be elected from Board members by a simple majority vote of those present and voting.

The Chairperson will preside over the meetings of the Board and perform other responsibilities as these rules and the law require. All cases scheduled for hearings will be assigned a case number to identify the case during the proceedings of the Board. The Chairperson may vote or make motions in any matter before the Board.

The Vice-Chairperson will perform the duties of the Chairperson in the absence of the Chairperson and assist the Chairperson in the performance of his duties at the Chairperson's request.

The Secretary shall be responsible for overseeing the keeping of the minutes for all Board meetings, for overseeing the keeping of all records of the Board, and for determining that all notices by the Board are sent. The Secretary will preside at meetings when the Chairperson and Vice-Chairperson are absent. The Secretary will perform such other responsibilities as these rules and the law requires.

## **Delegation of Responsibilities**

The appraisal district provides the ARB one employee, appointed by the chief appraiser, to serve as a clerk for the ARB. That clerk has been assigned the following duties and responsibilities:

- Posting public notice of meetings;
- Keeping minutes for all meetings of the board;
- Keeping of all records of the board;
- Sending all notices required of the board by the Tax Code;
- Scheduling of protest hearings; and
- Postponing hearings for "reasonable cause".

# Meetings

All meetings of the Freestone Appraisal Review Board are subject to the open meetings act (Chapter 551, Government Code). All meetings of the Board must have an agenda posted 72 hours in advance of the meeting. These agendas are posted at the Freestone Central Appraisal District and the Freestone County Courthouse.

Robert's Rules of Order will govern the conduct of all meetings of the Board other than hearings. When Robert's Rules are in conflict with the rules of this Board, the rules of the Board will govern. The person chairing the Board may vote or make motions on any matter.

The Board will meet within ten (10) days after the date the Chief Appraiser submits the appraisal records to the Board. The Board will meet at any time at the call of the Chairperson [TAX CODE 6.42(b)].

The Board shall keep such records of its hearings as are required by law and by rule of the State Comptroller of Public Accounts. The Board will keep minutes of the meetings other than hearings. The minutes will constitute the record of ARB meetings. In addition to written minutes, audio tapes will be made of all taxing unit challenges and taxpayer protests before the Board.

The Chairperson shall schedule hearings by the Board. The Chairperson has delegated the responsibility of scheduling hearings of the Board to the appraisal district staff as provided by the Chief Appraiser for that purpose.

# Quorum

A majority of the Appraisal Review Board constitutes a quorum. [TAX CODE 6.42(a)].

# Qualifications to Serve

In addition to the requirements set forth in the Property Tax Code, the Board of Directors of the Freestone Central Appraisal District has adopted by resolution an additional criteria for service. Appraisal Review Board members must attend at least 75 percent of the scheduled hearings. Failure to meet this attendance requirement may result in removal of the member by the Freestone Central Appraisal District Board of Directors.