

CAMP CENTRAL APPRAISAL DISTRICT
RULES OF PROCEDURE, CONDUCT AND DECORUM
AT MEETINGS
INCLUDING FUNCTIONS OF THE BOARD OF DIRECTORS

- I. All regular, special, emergency, and executive session meetings of the Camp Central Appraisal District will be called and conducted according to the Texas Open Meetings Act of the Governmental code.
- II. All meetings of the Camp Central Appraisal District bodies are open to the general public, press, and media. Handicap access has been provided. Only executive sessions are not open to the public, press, or media and only those individuals expressly requested or ordered to be present are allowed to attend the Executive Session, which will be announced by the chairperson or member in charge if the chairperson is absent.
- III. In order for a matter, issue or complaint to be placed as an agenda item on the agenda of a called meeting, the item must be filed and approved by at least one member of the board and the Chief Appraiser a week before the meeting is scheduled to be held.

All requests or complaints received in a timely fashion will be added to the agenda and addressed by the board of directors according to open meetings requirements.

If the request or complaint results in a closed session as permitted by law, the board chairperson will announce the section of the code permitting such session and the board will determine who is to become a party to that session. Action taken on the issue or complaint will be resolved in open session unless doing so would jeopardize an undercover investigation.

- IV. The business of the Camp Central Appraisal District is conducted by and between the members of the Board of Directors, Chief Appraiser, the Cad staff, consultants, experts, and/or members of the public requested to be present and participate. The public is invited to attend all meetings with the exception of the executive session and participate in a limited capacity as observer, unless requested by the board to comment on a particular issue. The public must complete a request to address the board on a particular item and receive approval as an agenda item prior to the agenda's posting if requesting an item on the agenda that would not be there otherwise. (A sample of the request form is attached.) Each member of the public that appears will be held to the following protocol:

- a. Each member of the public that appears will be limited to five (5) minutes to make his or her remarks. Time will be documented by a member of the board of directors.
- b. Maximum discussion on any agenda item will be limited to 30 minutes no matter how many members of the public appear for the item. If more than 6 members of the public are on an agenda item only the first 6 will be recognized. The order will be divided as to pro and con with a total of 6 recognized not 12.
- c. The board may choose to lengthen or shorten the allotted time depending upon the particular item and its importance or interest on all agenda items
- d. Proper attire for men, women, and children is mandatory. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be asked to leave the meeting. If they refuse to do so, then the proper authorities will be called to remove the member of the public.
- e. It is not the intent of a board of the appraisal district to demean, intimidate, or ignore a concerned citizen of the county. However, the board will not tolerate a member of the public using profanity, insulting or threatening language directed toward the body or individuals of the body and violations of these rules may result in one of the following:
 1. cancellation of a speaker's remaining time
 2. removal from the meeting
 3. any other civil or criminal sanctions that may be authorized by law

V The board chairman is the presiding officer of the Camp Central Appraisal District meeting and is responsible for conducting all meetings and members of the public who have properly completed a Public Participation Form and submitted same to the Chief Appraiser will be recognized before they will be allowed to address the board. The second in charge or secretary will take over the duties if the chairman is not available or other member designated by the group, if a quorum is present.

VI Rules for the Press and Media:

- a. Media personnel or equipment, including lights, cameras or microphones will be located at the furthest corner from the board table.
- b. Reporters and media technicians are required to structure their movements, equipment set-up and take down in such a manner as to not disrupt the Board proceedings or the public's ability to see, hear, and participate in the proceedings.
- c. Media interviews will be conducted outside the board room and in a manner that will not disturb, impede or disrupt the proceedings of any regular, special, emergency, and or executive session.

VII These rules of procedure conduct and decorum shall apply to all public hearings to facilitate meeting held in an orderly, efficient and proper manner.

VIII These Rules of Procedure, Conduct, and Decorum shall remain effective immediately upon adoption by the Board of Directors and shall remain in full force and effect until amended or repealed by a majority vote of the appointed members of the board of directors of the appraisal district.

IX The board of directors will try to provide a translator to help non-English speaking individuals, however, we have a need to ask non-English speaking individuals to bring a friend or relative who can translate.

X Primary functions of the board of directors consist of:

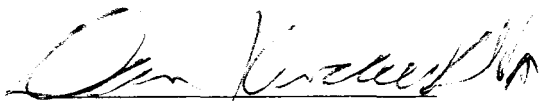
- a. Establish an Appraisal Office
- b. Purchase or lease real property or construct improvements necessary to establish an appraisal office
- c. Convey Real Property owned by the district
- d. Notify all taxing units of a vacancy on the board
- e. May change the number of members on the board or the method of selection or both if all voting units agree
- f. Elect a chair and secretary at its first meeting each year
- g. May contract with another appraisal district to perform the duties of the appraisal district
- h. Shall appoint a Chief Appraiser
- i. Develop a biennial appraisal plan after a public hearing
- j. Provide written policies as required by Sec. 6.04 (d),(e), and (f)
- k. Hold hearing and give public notice on appraisal district budget
- l. Amend the annual budget
- m. Adopt the appraisal district budget

- n. Authorize the Chief Appraiser to disburse funds
- o. Appoint the agricultural advisory board
- p. Approve records retention schedules
- q. Designates the depository
- r. May adopt staggered terms for board of directors appointments
- s. May change the method of finance for the district
- t. Receives taxing unit resolutions disapproving board actions
- u. Adheres to competitive bidding
- v. May contract for assessment and collection of taxes
- w. Appoint Appraisal Review board members
- x. Approves contracts with private appraisal firms
- y. Will provide for an annual financial audit
- z. Approve in writing request to appeal ARB decision

The board will address other issues as provided and required by law. However the board has limited authority over appraisals as directed by law.

This policy will remain in effect after adoption until a majority vote of the board abolishes this document.

Adopted on this 30 day of June, 2009.



Dr. Dan Kincáid
Chairman



Mr. Alan Brison
Secretary

Camp Central Appraisal District

Public Participation Form

Instructions: Complete all appropriate items. Print or Write legibly.

Name: _____

Home Address _____

Home Telephone _____

Place of employment _____

Employment telephone _____

Are you representing any particular group or organization _____

Name and Address of organization _____

Which agenda item (or items) do you wish to address

Signature/date

Note: This public participation form must be presented to the Chief Appraiser prior to the time the agenda item (or items) you wish to address is discussed.