

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 on a monthly basis.
- II. All meetings of the Camp Central Appraisal District bodies are open to the general public, press, and media. **Handicap access** has been provided with proper access ramps, parking, sufficient entrance size, etc. If a person has a disability that prevents him from entering the Appraisal District office or the room where the Board meetings are held, he should contact or notify the Chief Appraiser in writing at least seven (7) days prior to the scheduled meeting. The notice should describe the person's disability and how it prevents the person from having access to the board. The Chief Appraiser shall make every effort possible to make accommodations achievable or determine what other means may be arraigned. If arrangements can not be made by the Chief Appraiser notification to the board Chairman will be made to seek other possibilities.

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 to absent.

- III. In order for a matter, **issue or complaint to be place 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 or seven days (7) before the meeting is scheduled to be held.

All requests or complaints of any type on any subject matter involving the operations of the CAD and under the board's jurisdiction received in a timely fashion will be added to the agenda and addressed by the board of directors according to open meetings requirements.

Complaints that do not fall under the jurisdiction of the board include:

1) determination of appraised value, 2) unequal appraisal, 3) inclusion of property on the tax rolls , 4) denial of an exemption, 5) disqualification for special appraisal, 6) situs, 7) determination of ownership, 8) and all other actions that fall within the jurisdiction of the Appraisal Review Board.

Each complaint will follow a progression of discovery, investigation, determination, and disposition. The board will try to resolve the complaint

within thirty (30) days of the date the board received the complaint and in an open meeting.

The Chief Appraiser will investigate the complaint and make recommendations to the board. If the complaint involves the Chief Appraiser the Board Chairman will perform the investigation or appoint a party to investigate the complaint. The Chairman or the appointed party will report to the board and make recommendations on the possible disposition of the complaint.

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.

Both parties will be notified of the result or the determined disposition of the complaint.

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 and is responsible for conducting 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 is the board secretary, and will take over the duties of chairman if the chairman is not available and 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 meetings 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. If the person needing assistance is unable to provide his/her own interpreter, then they must contact or notify the Chief Appraiser's office requesting language assistance seven (7) days prior to the scheduled board meeting. Upon receiving such notice, the Chief Appraiser shall arrange to have an interpreter or linguist to be present at the Board meeting and if one cannot be arranged, the Board will be informed as well as the party needing assistance.

X Primary functions of the board of directors consist of:

- a. Establish an Appraisal Office
- b. Hire a chief appraiser
- c. Adopt the CAD's annual operating budget before Sept. 15th after fulfilling notice requirements and holding a public hearing
- d. Adopt a new budget within 30 days after a budget is disapproved by voting taxing units
- e. Appoint appraisal review board members
- f. Select a chairman and a secretary from among ARB members
- g. Notify taxing units of any vacancy on the board of directors
- h. Elect from the members a chair and secretary at the first meeting of the calendar year
- i. Have board meetings at least once each calendar quarter
- j. Develop and implement policies regarding reasonable access to the board
- k. Prepare information describing the board's functions and complaint procedures; the information must be made available to the public and appropriate taxing units.
- l. Notify parties to a complaint filed with the board status of the complaint unless otherwise provided
- m. Appoint a tax liaison officer (counties having a population of over 120,000)
- n. Biennially develop a written plan for the periodic reappraisal of all property in the CAD's boundaries, hold a public hearing with the required notice, approve a plan by Sept. 15 of each even-numbered year and distribute copies to participating taxing units and to the Comptroller's office as required
- o. Make an agreement with newly formed taxing units governing body on an estimated budget allocation for the new taxing unit
- p. Have prepared an annual financial audit conducted by an independent certified public accountant and deliver a copy of the

audit to each voting taxing unit and make available for inspection at the CAD office

- q. Designate the CAD depository at least once every two years
- r. Receive taxing units' resolutions disapproving board actions
- s. Adhere to requirements regarding purchasing and contracting under local Government Code Chapter 252.
- t. Provide advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determine the number of members on that advisory board
- u. Adhere to laws concerning the preservation, microfilming, destruction or other disposition of records, and
- v. Adopt and implement a policy for the temporary replacement of an ARB member who violates ex-parte communication requirements

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 _____ day of _____, 2010.

Dr. Dan Kincaid
Chairman

Mr. Alan Brison
Secretary

Camp Central Appraisal District

Public Participation Form/Complaint 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 or add

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.

**CAMP CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS**

1-00.00: ORGANIZATION

1-01.00 Board of Directors

01.01 Eligibility

The Appraisal District is governed by a Board of five Directors. If the County Tax Assessor-Collector is not appointed to the Board, the County Tax Assessor-Collector serves as a nonvoting Director. To be eligible to serve on the Board of Directors, an individual, other than the County Tax Assessor-Collector serving as a nonvoting Director, must be a resident of the District and must have resided in the District for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the Board is not ineligible because of membership on the governing body of a taxing unit or because the individual is an elected official. However, an employee of a taxing unit that participates in the District is not eligible to serve on the Board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the District.

PTC Sec. 6.03(a)

01.02 Method of Selection

PTC Sec. 6.034(d-i)

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting Director, are appointed by vote of the governing bodies of the cities, school districts, conservation and reclamation districts, and the County that participate in the District. Any other special district is not entitled to vote. A governing body may cast all of its votes for one candidate or distribute them among candidates for any number of directorships.

Before October 5 of each year in which board members are to be appointed, the chief appraiser shall determine whether a sufficient number of taxing units have filed valid resolutions proposing a change to staggered terms for the change to take effect. Before October 10 the chief appraiser shall notify each taxing unit participating in the district of a change this is adopted under this section.

A change to staggered terms made under this section becomes effective beginning on January 1 of the next even-numbered year. The entire board of directors shall be appointed for that year without regard to staggered terms. The board shall determine by lot which of its members shall serve one-year and which member will serve two-year terms. If the board consists of an even number of board members, one-half of the members must be designated to serve one-year term and one-half to serve two-year terms. If the board consist of odd number of members , the number of members designated to serve two-year terms must exceed by one the number of members designated to serve one-year terms.

After the staggered terms have been implemented the appraisal district shall appoint annually for terms to begin on January 1 of each year a number of board members equal to the number of board members whose terms expire on that January 1, unless a change in the total number of board members is adopted under Section 6.031 of the code to take effect on that January 1.

If a change in the number of directors is adopted under Section 6.031 an appraisal district that has adopted staggered terms for board members, the change must specify how many members' are to begin in even years and how many to begin in odd years. Even years may not exceed by more than one member the number that will serve in odd years.

A change in this method may be rescinded by a majority of the governing bodies that are entitled to vote by resolution. The resolution must be adopted by the governing body and filed with the Chief Appraiser after June 30 and before October 1 of an odd numbered year.

If any form of cumulative voting is used to appoint board members the voting has the same effect as a rescission of the change to staggered terms.

Camp County entities implemented by resolution the staggerd terms process by resolution in July 2009.

PTC -6.031

In order for the conservation and reclamation districts to be entitled to vote in the election process for the Board of Directors, at least one of these special districts must make a written request to the Chief Appraiser by June 1 of each election year. If this request is made, two separate elections will be held for the Board of Directors. The first election is held for the conservation and reclamation districts only in order to determine their nominee for the Board of Directors. The second election is held for all taxing units entitled to vote in order to determine those candidates that will serve as the Board of Directors.

The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the Chief Appraiser before December 15.

The candidate who receives the majority of the votes of the conservation and reclamation districts shall receive all of the votes of these districts.

**Att. Resolution adopted by the Board of Directors on November 21, 2013.
Resolution to Change the Method or Procedure for Appointing Appraisal District Directors.**

01.03 Term of Office

Members of the Board of Directors, other than the County Tax Assessor-Collector serving as a nonvoting director, serve two-year terms beginning on January 1
PTC Sec. 6.03(b)

01.04 Board Vacancy

If a vacancy occurs on the Board of Directors, other than a vacancy in the position held by the County Tax Assessor-Collector serving as a nonvoting Director, that has adopted staggered terms, the vacancy shall be filled by appointment by resolution of the governing body of the taxing unit that nominated the person whose departure from the board caused the vacancy, and the procedure for filling a vacancy provided by Sec. 6.03 of the code does not apply.

PTC Sec. 6.034(i)

01.05 Changes in Board Membership or Selection

The Board of Directors, by resolution adopted and delivered to each taxing unit participating in the District before August 15, may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, unless the governing body of a taxing unit that is entitled to vote on the appointment of the Board Members adopts a resolution opposing the change, and files it with the Board of Directors before September 1. If a change is rejected, the Board shall notify, in writing, each taxing unit participating in the District before September 15.

PTC Sec. 6.031(a)

The taxing units participating in the Appraisal District may increase the number of members on the Board of Directors of the District to not more than 13, change the method or procedure for appointing the members, or both, if the governing bodies of three-fourths of the taxing units that are entitled to vote on the appointment of Board members adopt resolutions providing for the change. However, a change under this subsection is not valid if it reduces the voting entitlement of one or more taxing units that do not adopt a resolution proposing it to less than a majority of the voting entitlement under Section 1-01.02 of the manual or if it reduces the voting entitlement of any taxing unit that does not adopt a resolution proposing it to less than 50 percent of its voting entitlement under Section 1-01.02 of this manual and if that taxing unit's allocation of the budget is not reduced to the same proportional percentage amount, or if it expands the types of taxing units that are entitled to vote on appointment of Board members.

An official copy of a resolution under this section must be filed with the Chief Appraiser after June 30 and before October 1 of a year in which Board members are appointed or the resolution is ineffective.

Before October 5 of each year in which Board members are appointed, the Chief Appraiser shall determine whether a sufficient number of eligible taxing units have filed valid resolutions proposing a change for the change to take effect. The Chief Appraiser

shall notify each taxing unit participating in the District of each change that is adopted before October 10.

A change in membership or selection made as provided by this section remains in effect until changed in a manner provided by this section or rescinded by resolution of a majority of the governing bodies that are entitled to vote on appointment of Board members under Section 1-01.02 of this manual.

PTC Sec. 6.031

01.06 Appointed Officials

Members of the Board are considered appointed officials of a political subdivision of the State of Texas and are bound by the provisions of the Texas Constitution and statutes regarding appointed officials.

01.07 Restrictions on Eligibility

A person may not be appointed to or serve on the Board of Directors if they are related in the second degree of consanguinity (blood) or affinity (marriage) to the following persons: an appraiser who appraises property for use in the District's Appraisal Review Board proceedings, or a person who represents property owners for compensation before the Appraisal Review Board. A Director who continues to serve in violation of this section commits a Class B misdemeanor.

A person may not be appointed to or serve on the Board of Directors if they owe delinquent property taxes for more than 60 days after the date they knew or should have known of the delinquency, unless the delinquent taxes are being paid under an installment agreement or a suit to collect the delinquent taxes is deferred or abated under PTC Sec. 33.06 or 33.065.

PTC Sec. 6.035

01.08 Interest in Certain Contracts Prohibited

A person may not be appointed to or serve on the Board of Directors if they or a business entity in which they have a substantial interest is a party to a contract with the District or with a taxing unit participating in the District, if the contract relates to the performance of an activity covered by the Property Tax Code.

Substantial interest is defined as:

1. The combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or
2. The individual or the individual's spouse is a partner, limited partner, or officer of the business entity.

PTC Sec. 6.036

01.09 Recall of Director

The governing body of a taxing unit may ask for the recall of a member of the Board of Directors that the unit voted for in the appointment process.

Procedures for recall of a member of the Board of Directors are outlined in Section 6.033 of the Property Tax Code. PTC Sec. 6.033

01.10 Disapproval of Board Actions

If the governing bodies of a majority of the taxing units entitled to vote on the appointment of the Board of Directors adopt resolutions disapproving an action taken by the Board of Directors, other than the adoption of the budget, and file them with the Secretary of the Board within 15 days after the action is taken, the action is revoked effective the day after the day on which the required number of resolutions is filed.

PTC Sec. 6.10

01.11 Ex Parte Communications

A member of the Board of Directors commits an offense if the member directly or indirectly communicates with the Chief Appraiser on any matter relating to the appraisal of property by the District, except in an open meeting of the Board of Directors or another public forum, or in a closed meeting of the Board of Directors held to consult with the District's attorney about pending litigation, at which the Chief Appraiser's presence is necessary for full communication between the Board and the Board's attorney.

PTC Sec. 6.15

01.12 Agricultural Advisory Board

The Chief Appraiser shall appoint, with the advice and consent of the Board of Directors, an Agricultural Advisory Board composed of three or more members as determined by the Board.

One of the Agricultural Advisory Board members must be a representative of the County Agricultural Stabilization and Conservation Service, and the remainder of members must be landowners of the District whose land qualifies for special appraisal under Subchapter C, D, E, or H, Chapter 23 of the Property Tax Code. An employee or officer of the District may not serve on the Board.

Members of the Board serve staggered, two year terms. The Board must meet at least three times each year. Members are not entitled to compensation for their service.

The Board shall advise the Chief Appraiser on the valuation and use of land that may be designated for agricultural use or that may be open space agricultural or timber land within the District.

PTC Sec. 6.12

1-02.00 Officers of the Board

02.01 Election of Officers

At its first meeting each calendar year, the Board shall elect from its members a Chairman and a Secretary. PTC Sec. 6.04(a)

Other offices such as Vice-Chairman and Treasurer may also be elected.

02.02 Duties of the Chairman

The Chairman shall preside over all meetings of the Board. The Chairman is responsible for following parliamentary rules of order and those rules of procedure adopted by the Board, and for keeping all members of the Board aware of materials received. The Chairman will work closely with the Chief Appraiser to ensure that Board policies and procedures are carried out. The Chairman will represent the Board in speaking about the Appraisal District to the media, general public, taxing units, and other interested parties and organizations.

02.03 Duties of the Secretary

Under the direction of the Secretary, minutes of all meetings of the Board shall be maintained as the official acts of the Board. In the absence of the Chairman, the Secretary shall preside over all meetings of the Board.

02.04 Participation of Chairman

The Chairman of the Board shall have authority to fully participate in debate, discussion, or voting on an equal basis with other members. However, the opinion or vote of the Chair shall be given no greater weight than that of any other member.

1-03.00 Oath of Office

03.01 General

All Board members are required to take the Oath of Office provided by the Texas Constitution before beginning their term of office. The earliest date that the oath can be administered is January 1 of the year in which the terms begins. Members of the Board must be duly sworn before taking any official action. The oath must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

03.02 Statement of Officer

Prior to taking the Oath of Office and entering into the duties of office, each newly appointed Board member is required to file a Statement of Officer to be filed with the Appraisal District office.

This statement will be administered once a Board member has been elected and before the term of office begins. It must be taken and signed before a notary public, county clerk, judge, or other official authorized to administer oaths of office.

1-04.00 Meetings of the Board

04.01 Quorum

At all meetings of the Board, a majority of the members shall constitute a quorum for the transaction of business. PTC Sec. 6.04(a)

04.02 Regular Meetings

Regular meetings of the Board of Directors shall be held the third Thursday of each month at 12:15 p.m. at the Appraisal District office located at 143 Quitman St, Pittsburg, Tx. Meetings are considered working meetings and lunch will be provided for all directors. Meetings may be called at such time or place as the Board may decide. The Board may hold Workshop Sessions at 11:00 a.m. as necessary prior to the Regular Board Meetings.

04.03 Special Meetings

Special meetings of the Board may be called by the Chairman or upon the written request of at least two members of the Board.

04.04 Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall be followed by the Chairman in the conduct of all meetings of the Board.

04.05 Agenda

An agenda shall be prepared under the direction of the Chief Appraiser and the Chairman of the Board. For an item of business to appear on the agenda, the Chief Appraiser or Chairman must be notified no later than one week in advance of the called meeting. Otherwise, the item of business will be placed on the agenda for the next meeting of the Board.

The agenda shall be separated into two sections: the consent agenda and the regular agenda. The consent agenda shall contain all routine items that do not require discussion and can be approved as one action item. If any member of the Board requests, any item on the consent agenda must be removed and considered as an item on the regular agenda.

The regular agenda shall contain all other items for the Board's approval that need separate discussion and approval.

04.06 Open Meetings Act

Notice of the meeting shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting. In the case of an emergency, the nature of which shall be expressed in the notice, it shall be sufficient if the notice is posted two hours before the meeting is convened. A copy of the agenda certified by county clerk will be posted on the front door of the Appraisal District door.

Except as otherwise provided by Section 551.000 et seq of the Texas Government Code, all meetings shall be open to the public. No closed or executive meeting shall be held unless the Board has first been convened in open meeting for which notice has been given. For all closed, or executive sessions, a certified agenda must be kept indicating the time at which the closed meeting began and ended, the subject matter discussed, and a record of any further action taken. Said certified agenda must be kept on record for at least a two-year period after the date of the meeting.

04.07 Amendment of Rules

Rules of the Board under this section may be altered, amended, or repealed and new rules adopted by the Board at any meeting of the Board at which a quorum is present, provided notice of the proposed alteration is contained in the notice of the meeting.

1-05.00 General Provisions

05.01 Compensation and Expenses

Members of the Board may not receive compensation for service on the Board but are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties. PTC Sec. 6.04(c)

Any expenses incurred by a Board member must be submitted to the Chief Appraiser for reimbursement. All expenses reimbursed to Board members must be attached to and made a part of the monthly financial statement for Board approval.

05.02 Out-of-District Travel

All overnight travel of Board of Director members must be pre-approved by the Board of Directors and must be within the limits of the budget. Should the need for travel arise prior to the next scheduled Board meeting, the Chief Appraiser shall obtain approval for the travel from a majority of the Board members and ratify the action at the next scheduled Board meeting.

05.03 Conflict of Interest

Local Gov Code Sec 171

In accordance with Sec. 171.002 of the Local Government Code, whenever a Board member has a "substantial interest" in any matter pending before the Board of Directors, the Board member must:

1. Prior to any discussion or vote on the matter, file a sworn affidavit disclosing the nature of his interest in the matter;
2. Abstain from participating in the discussion and vote on the matter.

Failure to comply with the law can subject a violator to a fine, jail term, and other penalties.

A person has a substantial interest in a business if:

1. The person owns 10 percent or more of the voting stock or shares of the business entity or owns \$15,000 or more of the fair market value of the business entity; or
2. Funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year; or
3. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or
4. An interest of a person related in the first degree by either affinity or consanguinity to the local public official is a "substantial interest."

1-06.00 Statutory Purpose

06.01 Appraisal District Established

An appraisal district is established in each county.

PTC Sec. 6.01(a)

06.02 Responsibility

The District is responsible for appraising property in the District for ad valorem tax purposes of the State and of each taxing unit that imposes ad valorem taxes on property in the District.

PTC Sec. 6.01(b)

06.03 Political Subdivision

The Appraisal District is a political subdivision of the State.

PTC Sec. 6.01(c)

1-07.00 Establishment of Appraisal Office

07.01 General

The Appraisal District shall establish an appraisal office.

PTC Sec. 6.05(a)

The Board of Directors may contract with an appraisal office in another district or with a taxing unit in the District to perform the duties of the appraisal office for the District.

PTC Sec. 6.05(b)

1-08.00 Miscellaneous

08.01 General

The Chairman of the Board has the authority to appoint committees as deemed necessary, without the approval of the Board, an exception being the Retirement Administrative Committee which requires the full approval of the Board. Such appointments, however, shall be reported at the next meeting of the Board of Directors.

All meetings of the Board, excluding Executive Sessions, shall be recorded and the recordings of all meetings shall be public record.

1.09.00 Public Access

09.01 Public Comments

Audience participation at meetings of the Board of Directors is limited to the Public Comments portion of the meeting. At no other time during a meeting of the Board shall members of the audience participate in the meeting unless requested by the Chairperson.

09.02 Request to Make Public Comments

A person wishing to address the Board must make a request in writing and may use the form to be provided by the District. The request must include the name of the person and the topic about which they wish to speak. The topic need not be an item on the agenda. The request must be made by noon on the day of the meeting.

09.03 Time Limit

Persons addressing the Board are limited to a five-minute presentation; however, additional time may be granted at the discretion of the Board Chairperson. The Board may refuse to hear any person who is attempting to speak on a subject outside of their jurisdiction. Additionally, the Chairperson may limit repetitive comments by one or more speakers.

09.04 Public Access for Non-English Speaking Persons or Persons with Disabilities

The District will make every attempt to provide an interpreter for non-English speaking persons or for the hearing impaired. The request must be submitted to the District at least 7 days prior to the Board meeting. If the District is unable to comply with the request, the Board and requesting party will be properly notified.

The person requesting the interpreter must arrive at the Appraisal District office at least 15 minutes prior to the Board meeting in order to meet with the interpreter. All

interpreters will be compensated for their services based on their normal and customary fees for said services.

The District provides handicapped parking, a ground floor meeting room, doors with no barriers, and restrooms equipped for the disabled. However, if a person has a disability that prevents him from entering the District's office or Board meeting room, he should notify the District in writing at least 7 days prior to the scheduled meeting. The notice should describe the person's disability and how it prevents the person from having access to the Board. Upon receipt of such notice, the Chief Appraiser will determine whether the person can be given access to the Board or if other means must be arranged. Under such circumstances, the Chief Appraiser shall inform the Board of the reasons why the person was not able to address the Board in person.