

**PUBLIC  
INFORMATION**

**BAYLOR COUNTY  
APPRAISAL DISTRICT**

**BOARD OF DIRECTORS**

**DUTIES AND PUBLIC ACCESS**

## Board of Directors

The governing body of the Appraisal District is the Appraisal District's Board of Directors. Individuals serving on the Board of Directors bring to the Board knowledge, judgment, and expertise in establishing policies and procedures for the District's organization and operation.

Baylor County Appraisal District Board of Directors consists of five members. These members have been appointed by the governing entities which have jurisdiction in Baylor County.

The Board's authority over appraisal of property is limited. The Board does not appraise property or review values on individual properties. The law assigns those tasks to the Chief Appraiser and the Appraisal Review Board, respectively. The board has no authority to review Appraisal Review Board decision. The Board shall not review exemptions, qualification for special appraisal, or taxability determinations.

The Board of Directors shall establish general policies in keeping with the requirements of state law. Members of the board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of specific instructions of the board.

The statutory responsibilities of the Board of Directors include:

- Establishment of the Appraisal District's office;  
Employ and annually evaluate the Chief Appraiser,
- Appoint Appraisal Review Board Members and select chairman and secretary from among members of Appraisal Review Board;
- Adopt the Appraisal District's annual operating budget;
- Appoint a Taxpayer Liaison office (districts in counties having a population of over 125,000);
- Contract for necessary services, including annual financial audit;
- Designate depository for Appraisal District funds;
- Approve contract with appraisal firms selected by the Chief Appraiser to perform appraisal services for the district;
- Provide advice to the Chief Appraiser concerning Agricultural Advisory Board;
- Make general policy on the appraisal district's operation.  
Biennially develop a written plan for the periodic reappraisal of all property within the District's boundaries.

### Policy for Public to Speak at Scheduled Board Meetings

In compliance with Section 6.04(d) of the Property Tax Code, all agendas posted for scheduled board meetings shall include an item specifically designated for public comments on any issue within the authority of the Board of Directors. Persons wishing to speak to the Board of Directors at a scheduled meeting shall complete the sign-in sheet, listing their name and identifying the issue they wish to communicate. The Board will allow a reasonable amount of time for citizen communications as determined by the Chairman.

### Interpreters

The District will provide an interpreter at a meeting if a person who does not speak English or communicates by sign language notifies the Appraisal Board at least three (3) business days before the meeting. The person must indicate that he or she desires to address the Board and is unable to provide an interpreter.

### Access by Disabled Person

District facilities allow access by disabled individuals. Handicapped parking spaces are available at the north end parking lot. Baylor County Appraisal District is located at 211 N. Washington Street Seymour, Texas. Individuals who need additional assistance for entry or access should notify the Appraisal District 72 hours in advance of the Board meeting.

The Board meeting room is also wheelchair accessible. A person who needs additional assistance who has physical, mental, or developmental disability please notify the appraisal District in writing at least three (3) business days before the meeting.

### Policies for Resolving Complaints

The Board will consider written complaints about the policies and procedures of the Appraisal District, Appraisal Review Board, the Board of Directors, and any other matter within its jurisdiction. The Board will not consider complaints addressing any matter that could be grounds for a challenge, protest, or correction motion before the Appraisal Review Board as set out in the Property Tax Code. The Board of Directors has no authority to overrule the Chief Appraiser or Appraisal Review Board's decision on a value, a correction, or a protest. The Board of Directors has no responsibility for setting tax rates, appraising property, adjusting appraisal, granting or denying exemptions or any other matter directly affecting the value of property. Any complaint shall be first brought to the Chief Appraiser in writing for his or her initial investigation and determination. A complaint shall be filed with the Chief Appraiser not later than the 15 business day following the date the complainant knew, or with reasonable diligence should have known, about the circumstances serving as the basis for the complaint any complaint filed following such time shall be returned to the complainant by the Chief Appraiser as untimely.

A complainant may appeal a dismissal of a complaint due to untimeliness to the Board; however, the Board's review of the matter shall be limited solely to the issue of whether the complaint was properly dismissed as untimely and shall not be made on the merits of the complaint.

Any written complaint must contain at a minimum the following information: (1.) the name and contact information of the complainant; (2.) a statement describing the nature of the complaint; (3.) a statement of the requirements shall be returned to the complainant for amending. The Chief Appraiser shall conduct a conference with the complainant and respond in writing to the complaint not later than the tenth (10<sup>th</sup>) business day following his or her receipt of the complaint. The complainant may appeal the chief Appraiser's response to the Board by riling a written appeal not later than the fifth (5<sup>th</sup>) business day following receipt of the Chief Appraiser's response or upon expiration of the Chief appraiser's deadline for issuing a response if one has not been issued. Such appeal shall be heard by the Board at a future Board at a future Board meeting as determined by the Chairman.

Complaints may be delivered to the Baylor County Appraisal Office as shown below.

Mailing Address:  
211 N. Washington St.  
Seymour, TX 76380

Board deliberations concerning complaints will comply with provision of the Texas Open Meeting Act, Chapter 551, and Government Code.

The information provided in this pamphlet is derived from the Baylor County Appraisal District Policy Manual, Board of Directors' Policies and Procedures and Appraisal District Personnel.

For more detailed information, please feel free to contact the Baylor County Appraisal District for a copy of the complete Policy Manual.

Phone: 940-888-5636