

## **POLICIES FOR PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD**

Pursuant to Section 6.04 (d), Texas Tax Code, at each regularly scheduled meeting on the first Tuesday of each month, at 6:00 p.m., a reasonable period of time shall be provided for public comments on appraisal district and appraisal review board policies and procedures as itemized on the posted agenda. The period of time shall be determined at the discretion of the chairman of the board of directors at each meeting.

Citizens to be heard must list their name on a sign-in sheet before the Board of Directors are in session. The Purpose of this item is to allow citizens an opportunity to address the Board. 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.


The Board will consider complaints about itself, the Appraisal District, the Appraisal Review Board, or any of the following persons, if the action which is the subject of the complaint was taken in such person's official capacity:

1. A member of the Board of Directors
2. A member of the Appraisal Review Board
3. The Chief Appraiser
4. Any Employee of the Appraisal District
5. Any private person or firm who, by contract, performs governmental functions for the Appraisal District.

A complaint may be addressed to any matter within the jurisdiction of the Board of Directors or any other matter involving the Appraisal District or the Appraisal Review Board, except that a complaint may NOT be addressed to any of the grounds for protests before the Appraisal Review Board set out in Chapter 41.41 and 41.411 of the Texas Property Tax Code.

A complaint must be filed in writing. The 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:

Chairman, Board of Directors  
Titus County Appraisal District  
P.O. Box 528  
Mount Pleasant, Texas 75455



The Chairman of the Board at any time may refer a complaint received since the Board's last regular meeting to the Chief Appraiser for investigation. At each regular meeting the Board shall request that the Chief Appraiser report on the status of all the pending complaints which have previously been referred to the Chief Appraiser by the Board or by its Chairman. The Board shall take the actions it may deem reasonable and appropriate to resolve a complaint.

No employee or official of the Appraisal District or Appraisal Review Board shall be sanctioned or disciplined in any manner by the Board in response to a complaint without being given an opportunity to be heard by the Board at one of its meetings. The Board may also allow the complaining party to appear before it.

The Board's deliberations at its meetings with respect to complaints shall occur in open session or executive session as authorized by the Texas open meetings act.

In response to each complaint referred to the Chief Appraiser by the Board or by the Chairman, the Chief Appraiser shall investigate the validity of the complaint, and after conducting the investigation, present evidence to the Board. The Chief Appraiser shall report to the Board at its meetings make recommendations to the board.

When a complaint is pending, at least once each calendar quarter, the Board shall notify the parties to the complaint (both the complaining party and the party against whom the complaint is filed) in writing of the status of the complaint unless such notice would jeopardize an undercover investigation. The Board shall notify the parties when a complaint is finally resolved. The Chief Appraiser shall deliver the notices approved by the Board.