

**Policy and Procedure for filing a complaint or proposal on the
Appraisal Review Board or Appraisal District**

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PUBLIC ACCESS POLICIES FOR MEETINGS OF APPRAISAL DISTRICT BOARD OF DIRECTORS

Pursuant to Section 6.04 (d), Texas Tax Code, a reasonable period of time during the meeting of the Appraisal District Board of Directors shall be provided for public comments or complaints on Appraisal District and Appraisal Review Board policies and procedures. The period of time shall be determined at the discretion of the Chairman of the Board of Directors at each meeting.

Pursuant to Section 6.04 (e) Texas Tax Code, the following policies are adopted to provide public access to the Board of Directors for purposes of testimony at public meetings concerning Appraisal District and Appraisal Review Board policies and procedures, as well as any matter over which the Board of Directors has responsibility:

1. Proposal or complaint should be presented to the Chief Appraiser.
2. Should the person bringing the proposal or complaint to the Chief Appraiser, and after a conference is still dissatisfied, he or she may make request a hearing before the Board of Directors as a whole. In this case, the proposal or complaint shall be presented in writing to the Chairman of the Board or to the Chief Appraiser at least five (5) days prior to the regular Board meeting date. Such written request for audience with the Board shall include a statement of the nature of the proposal or complaint and a list of the person or persons requesting to be placed on the agenda.
3. The Chief Appraiser will transmit copies of all correspondence concerning complaints to members of the Board of Directors. The Board of Directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition of the matter.
4. Any non-English speaking person, deaf person, or person who has any physical, mental or development disability desiring to appear before the Board must file a written request with the Chief Appraiser, who will schedule the person to present testimony at the next regularly scheduled Board meeting. The request should indicate any special assistance, or arrangement required, making the presentation to the Board possible.

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STATEMENT OF POLICY (CONTINUED)

5. The Chief Appraiser shall appoint annually at least one bilingual person in the county to serve as an interpreter. An interpreter shall attend any meeting of the Board of Directors in which a non-English speaking person is scheduled to testify and shall be paid a per diem amount equal to that paid to a member of the Appraisal Review Board.
6. The Chief Appraiser shall appoint annually an interpreter to attend any meeting of the Directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to a member of the Appraisal Review Board.
7. The Chief Appraiser shall provide proper arrangements for public forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the Board of Directors in a public hearing.
8. Meeting of the Board of Directors for which written Notice has been given from persons requiring barrier free access shall be conducted in public buildings with barrier free access where available. If no barrier public buildings are available in the District, the Chief Appraiser shall make arrangements for temporary wheelchair ramps to be available, as well as other physical aides for persons with disabilities.
9. The Chief Appraiser shall appoint annually an interpreter to attend any meeting of the Directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to a member of the Appraisal Review Board.
10. The Chief Appraiser shall provide proper arrangements for public forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the Board of Directors in a public hearing.

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11. Meeting of the Board of Directors for which written Notice has been given from persons requiring barrier free access shall be conducted in public buildings with barrier free access where available. If no barrier public buildings are available in the District, the Chief Appraiser shall make arrangements for temporary wheelchair ramps to be available, as well as other physical aides for persons with disabilities.

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STATEMENT OF POLICY (CONTINUED)

12. The Chief Appraiser shall appoint annually an interpreter to attend any meeting of the Directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to a member of the Appraisal Review Board.
13. The Chief Appraiser shall provide proper arrangements for public forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the Board of Directors in a public hearing.
14. Meeting of the Board of Directors for which written Notice has been given from persons requiring barrier free access shall be conducted in public buildings with barrier free access where available. If no barrier public buildings are available in the District, the Chief Appraiser shall make arrangements for temporary wheelchair ramps to be available, as well as other physical aides for persons with disabilities.