



# Collin Central Appraisal District

**POLICY NUMBER: 114**

**POLICY NAME: APPRAISAL REVIEW BOARD (ARB) OFFICERS**

The Board of Directors (BOD) will annually appoint the Chairman, and Secretary for the Appraisal Review Board, from the ARB's general membership. At the discretion of the ARB membership, the slate of officers may also include a Vice Chairman. If a Vice Chairman is recommended by the ARB and appointed by the Board of Directors, he or she would serve as the ARB's presiding officer in the Chairman's absence. The Secretary would serve as the ARB's presiding officer if both the Chairman and Vice Chairman are absent. The Board of Directors will request recommendations for these officer positions from the general membership of the ARB, based on a vote of a quorum of the ARB, in public session. The current ARB Chairman, or officer presiding over the meeting in the chairman's absence, will present the new officer recommendations to the Board of Directors at their October or combined November/December board meeting. The recommendations can be made in person by the ARB Chairman, Vice Chairman, or Secretary, at the Board of Directors meeting, or by the Taxpayer Liaison Officer (TLO) based on written instructions from the ARB Chairman. Accompanying the recommendation, whether written or verbal, shall be a written resume and biography for the officers being recommended.

The Board of Directors, at their sole discretion, may appoint the party being recommended by the ARB membership or may accept nominations

from its own membership to consider as officers. The Board of Director Chairman will open the floor for discussion of potential nominations and then call for a motion and vote to appoint ARB officers. For the motion to pass, the vote must include at least two members of the majority being elected members of the Board of Directors. Officer terms for the ARB will begin January 1<sup>st</sup> and run for one year. Officers will take their oath of office at their first ARB meeting in the appointed term.

Property Tax Code Section: 6.41

Date Adopted: September 24, 2009

Resolution #: 2009-15

Date Amended: August 19, 2010

Resolution #: 2010-20

Date Amended: January 23, 2020

Resolution #: 2020-60

Date Amended: February 22, 2024

Resolution #: 2024-83