



Collin Central Appraisal District

POLICY NUMBER: 101

POLICY NAME: BOARD OF DIRECTORS MONTHLY MEETINGS

It is the policy of the Board of Directors of the Collin Central Appraisal District that the Board will meet in regular session at least eight (8) times per year in a public meeting. In accordance with Section 6.04(b) of the Property Tax Code, the Board will schedule meetings in such a manner to meet at least once per calendar quarter. The meetings shall be designated at the beginning of each calendar year and so posted as scheduled Board meetings. The Board of Directors may hold additional regular, or special, Board meetings at the call of the Chairman of the Board of Directors as needed by properly posting the regular or special meeting in accordance with the Open Meetings Act.

Open Meetings and Public Hearing Notices

The administrative duty of posting open meeting notices, including the agenda for Board meetings and public hearings and the delivery of written notices to the presiding officer of the governing body of each taxing entity participating in the district of the date, time, and place for the public hearings and Board meetings, has been delegated by the Board, with consent of the Board Secretary to relinquish such duty, to the Chief Appraiser.

Agenda Items Added at Board Member Request

Under section: New Business, Board of Directors Members can request an agenda item be added to an upcoming meeting agenda by recommending the item in open session of a meeting for consideration by the full Board. After discussion, if the item receives a second motion it will be added to an upcoming meeting. The Board hereby delegates to the Chief Appraiser the task of researching the item and determining when the item will be added to a future agenda based on the complexity of the agenda item.

At any time before the 7th business day before the next upcoming board meeting, a board member can contact the Board Chairman and Board Secretary to expedite an item that needs immediate attention to be added to the next board meeting. Both Chairman and Secretary must agree to add the item and will let the Chief Appraiser know once the decision is made to do so.

Property Tax Code Section: 6.04(b)

Date Adopted: September 24, 2009
Resolution # 2009-2

Date Adopted: January 29, 2026
Resolution # 2026-96

Date Adopted: June 25, 2026
Resolution # 2026-100