



Collin Central Appraisal District

POLICY NUMBER: 102 (PROPOSED CHANGES IN RED)

POLICY NAME: OFFICERS OF THE BOARD OF DIRECTORS

The officers of the Board shall consist of a chairman and secretary who shall be selected by majority vote at the first regular meeting of each year, as required by Section 6.04(a) of the Property Tax Code. In the event of a vacancy of office, the office is filled at the first regular meeting following the vacancy.

In the event of a temporary vacancy of the office of Secretary, caused by a leave of absence for medical or personal reasons, a temporary alternate Secretary will be selected to serve in the absence of the Secretary selected pursuant to Section 6.04(a) of the Property Tax Code.

In the event of a temporary vacancy of the office Chairman, caused by a leave of absence for medical or personal reasons, the existing Secretary selected pursuant to Section 6.04(a) of the Property Tax Code will temporarily assume the role of Chairman and an alternate Secretary will be selected.

The duties of the Chairman, or temporary Chairman, shall include:

1. Presiding at Board meetings.
2. Appointing committee members unless otherwise instructed by the Board.
3. Signing all legal instruments requiring Board signature.
4. Performing legal duties as required by state statute.
5. Co-sign checks over \$25,000 for payments requiring Board approval.
 - a. Coincides with the District's Check Signing Policy #1002 and Purchasing Policy #117.
6. Any other functions as designated by the Board of Directors.

The chairman, or temporary Chairman, may enter into discussion, offer motions and vote on any matter coming before the Board of Directors, unless specifically prohibited by statute.

The duties of the Secretary, or temporary alternate Secretary, shall include:

1. Presiding at Board meetings in absence of the Chairman, or temporary Chairman.
2. In absence of Chairman, or temporary Chairman, signing all legal instruments requiring Board signature.
3. Performing legal duties as required by state statute.
4. In absence of the Chairman, or temporary Chairman, co-sign checks over \$25,000 for payments requiring Board approval.
5. Any other functions as designated by the Board of Directors.

Property Tax Code Section: 6.04

Date Adopted: September 24, 2009

Resolution #: 2009-3

Date Amended: March 24, 2022

Resolution #: 2022-68