

CCAD BOARD POLICY REGARDING PUBLIC ACCESS TO THE BOARD OF DIRECTORS

Public Access to the Board of Directors

It is the policy of the board of directors to provide the public with a reasonable opportunity to address the board on the subject of the policies and procedures of the appraisal district and on any issue under the board's jurisdiction. Generally, the board's statutory duties and jurisdiction concern:

- adopting the district's annual budget;
- contracting for necessary services;
- hiring the chief appraiser and assigning responsibilities to the position;
- making general policy regarding the operation of the appraisal district;
- appointing the appraisal review board;
- any complaint regarding the above.

The board of directors has no authority to overrule the chief appraiser or appraisal review board's decision on a value, a correction, or a protest.

Board Meetings

The board generally meets on the third Tuesday of each month unless otherwise posted. The meetings are held at the appraisal district office located at 426 W. Main Street in Port Lavaca, Texas at 12 noon. At each regular meeting an agenda item is included to allow citizen communication (comments from the public) to the board. The board may limit or extend the time allotted to anyone during this agenda item at their discretion.

Interpreters

The district will provide an interpreter at a board meeting if anyone who desires to address the board does not speak English or communicates by sign language notifies the chief appraiser at least one week in advance of the scheduled meeting. The person(s) should indicate that they desire to address the board but are unable to provide an interpreter.

Access by Disabled Persons

The building and meeting room in which the board conducts its meetings is wheelchair accessible. Anyone who needs additional assistance for entry, exit or access should notify the chief appraiser in writing at least one week in advance of the scheduled meeting.

Policy for Resolving Complaints

The board will consider written complaints about the policies and procedures of the appraisal district, appraisal review board, the board of directors and any other matter within the jurisdiction of the board of directors. Please be reminded that the board of directors has no authority to overrule the chief appraiser or appraisal review board's decision on a value, a correction, or a protest.

Written complaints or comments should be mailed to:

Chairman, Board of Directors
Calhoun County Appraisal District
PO Box 49
Port Lavaca, TX 77979