

**Hays
Central
Appraisal
District**



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MEMORANDUM

TO: Voting Taxing Units
FROM: David Valle, Chief Appraiser
DATE: August 14, 2017
SUBJECT: Nomination of Appraisal District Directors
DEADLINE for Nominations: Before October 15, 2017

Our appraisal district is governed by a board of seven directors. Members of the board serve two-year terms beginning on January 1 of even numbered years. The board of directors of our district meets bi-monthly.

In considering individuals to serve as directors, taxing units should look for expertise in such areas as business management, information systems, computers, accounting, finance, real estate and taxation.

Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate **by resolution adopted by its governing body** one candidate for each position to be filled on the board of directors. **The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15, 2017.** [Texas Property Tax Code, Section 6.03 (g)]

Please see Attached:

Directors Qualifications
Timetable for HCAD Board Member Election

**HCAD Board Member Election
TIMETABLE:**

Texas Property Tax Code, Section 6.03:

before October 1

The Chief Appraiser shall calculate the number of votes to which each taxing unit is entitled and shall deliver written notice to each of those units of its voting entitlement in the election of members to the Hays Central Appraisal District Board of Directors.

A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships.

before October 15

The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser.

before October 30

The Chief Appraiser shall prepare a ballot listing the candidates...and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

before December 15

The governing body of each taxing unit that is entitled to vote shall determine its vote by resolution and submit it to the chief appraiser.

before December 31

The Chief Appraiser shall count the votes, declare the seven candidates who receive the largest cumulative vote totals elected, and submit the results to the governing body of each taxing unit in the district and to the candidates.

after January 1

Elected board members take the oaths of office at the first meeting and elect board officers.