



MICHAEL PYE
MAYOR

NOEL NIXON
MAYOR PRO TEM

BILLY WAYNE MARTIN
COUNCIL MEMBER

AL STEPHENS
COUNCIL MEMBER

LEONARD PHILLIPS
COUNCIL MEMBER

PEYTON WEBSTER
COUNCIL MEMBER

Dear City of Leonard Residents,

As you may know, the Board of Directors for Fannin Central Appraisal District terms will expire on December 31, 2023, and they are looking for candidates to serve for the next term (from January 1, 2024, through December 31, 2025). The City of Leonard can nominate up to five nominees. If you are interested in being nominated for this position, please complete and return this questionnaire form to City Hall by **noon on Monday, October 9th, 2023**. You can hand deliver your completed form to 111 W. Collin Street or email it to citysec@cityofleonard.net. You can find the information regarding eligibility requirements, Board functions, and meetings posted on the City website at the indicated link. Please check your eligibility before submitting this form.

Thank you!

Melissa Verde
City Secretary
City of Leonard

Questionnaire

Name: _____

Address: _____

How long have you lived there? _____

Employer: _____

Phone: _____

Email: _____

BOARD OF DIRECTORS

ELIGIBILITY

1. Must be resident and have resided in the district for at least the 2 preceding years
2. Cannot be an employee of a tax unit unless also a member of the governing body or an elected official.
3. Cannot be related to persons who operate for compensation as a tax agent or property tax appraiser in this district.
4. Cannot contract with this district or have a substantial interest in a business that contracts with this appraisal district or its tax units.
5. Cannot be delinquent on property taxes, having known of delinquency for more than sixty (60) days unless the delinquency is current under an installment payment agreement under Section 33.02 or the delinquent taxes are deferred or abated under Section 33.06 or 33.065.
6. Elected County Assessor-Collector that also collects property taxes, must serve in a non-voting capacity, unless allowed to vote by resolution adopted by the board of directors.
7. Cannot engage in the business of appraising property for compensation for use in ARB proceedings or represent property owners during the previous 3 years.
8. Cannot have been an employee of appraisal district at any time during previous 3 years.

TERMS

The Board of Directors serve two-year terms beginning on January 1st of even numbered years. Terms beginning January 1, 2022 are limited to 5 terms of service. Director terms of service prior to that date do not count toward the new term limits.

SELECTION

Members of the board are appointed by vote of the governing bodies of the incorporated cities and towns, school districts and county court. Voting entitlement is determined by dividing the total dollar amount of property taxes imposed in the district by the tax unit for the preceding tax year by the sum of all property taxes imposed. Selection is determined in Section 6.03 of the Property Tax Code.

VACANCIES

If a vacancy occurs for any reason, each tax unit entitled to vote as per Section 6.03, shall nominate a person to fill the vacancy and submit to the chief appraiser within 45 days. The board of directors shall elect by majority vote of its members, one of the nominees to fill the unexpired term vacancy.

RECALL

The governing body of a tax unit that cast any votes for a board member may instigate recall proceedings, by resolution, delivered to the chief appraiser. Recall shall follow Section 6.033 of the Property Tax Code.

OFFICERS

The board of directors, at the 1st meeting of new term, shall select by majority vote, a chairman, vice-chairman and secretary. All members of the board of directors may not receive compensation for service but are entitled to reimbursement for actual and reasonable expenses incurred in the performance of their duties.

COMMITTEES

The Board may establish committees as needed to carry on its responsibilities. The Chairman appoints committee members to serve until successors are appointed or until the committee is disbanded. A committee acts only as an adjunct to the Board and may not take any action, which in any way usurps the power or responsibilities of the Board of Directors.

FUNCTIONS OF THE BOARD OF DIRECTORS

Fannin Central Appraisal District

The Texas Legislature enacted the Tax Code in 1979 and for the first time created countywide appraisal of property for ad valorem taxation. This function was assigned to appraisal districts pursuant to Chapter 6 of the Tax Code.

Governance of the districts was given to a board of directors. The members may not receive compensation for service on the board, but are entitled to reimbursement for actual and necessary expenses. Specific responsibilities for the board of directors are:

- 1) Appointing the chief appraiser
- 2) Contracting with other appraisal offices, taxing units or private firms to perform appraisal functions;
- 3) Adopting annual budgets for the operation of the appraisal district
- 4) Determining a method of financing the annual budget based on cost allocation among taxing units;
- 5) Purchasing or leasing real property, as well as constructing improvements to establish the appraisal district office
- 6) Ensuring preparation of annual audits by certified public accountants;
- 7) Selecting a financial institution to deposit funds through bid solicitations;
- 8) Entering contracts for appraisal functions, for all expenditures, comply with the competitive bidding requirements established by law;
- 9) Being a necessary party to lawsuits brought by property owners concerning appraisals;
- 10) Approving the appointment of the Agricultural Advisory Board
- 11) Determine the size necessary for Appraisal Review Board membership;
- 12) Develop a biennial written reappraisal plan for the district's appraisal activities, adopting by September 15th, of even numbered years at a published public hearing.
- 13) Administering the district office in any other manner required by law.
- 14) Appoint Taxpayer Liaison officer (required in county of 120,000 population or more)

The board of directors has no responsibility for setting tax rates, appraising property, adjusting appraisals, granting or denying exemptions, or any other matter directly affecting the value of property.

Effective September 2007, Section 6.15, Property Tax Code.

It is a criminal offense for a member of the board of directors to directly or indirectly communicate with the chief appraiser on any matter relating to the appraisal of property, except in open session with an agenda item.

Effective September 2019, Section 6.15, Property Tax Code.

Amended Section 6.15 c-1- However, a director may transmit to the chief appraiser, without comment, a complaint by a property owner or tax unit, provided the transmission is in writing.

Effective January 1, 2022, Section 6.155, Property Tax Code.

It is a Class A Misdemeanor for a member of the governing body, officer or employee of a taxing unit to directly or indirectly communicate with the chief appraiser or another employee of the district in which the taxing unit participates for the purpose of influencing the value in the district, unless the person owns or leases the property subject to the communication.

MEETINGS

All meetings shall be held in the Board Room of the Fannin Central Appraisal District located at 831 W State Hwy 56, Bonham, Texas, unless otherwise noted on a posted agenda. All meetings conform to Texas Open Meeting Act.

Regular meetings are generally held on the 3rd Friday, of odd numbered months, at 12 noon. Special or emergency meetings may be called by the Chairman or a majority of board members, submitted in writing. The time and location of all meetings are subject to change at the call of the chairman.

Notice of meetings shall be posted as required by law, with the Fannin County Clerk, Courthouse Annex, Fannincad.org website and front entrance of the appraisal district. A majority of the members shall constitute a quorum. A majority is established with 3 of the 5 board members present.

Meetings shall conform to Robert's Rules of Order Revised, unless otherwise directed by board policy.

An agenda packet containing the agenda, minutes of previous meeting, and financial standing shall be prepared and mailed/delivered to each board member prior to the meeting.

No business shall be transacted except that for which an agenda has been duly posted.

As conditions warrant, and in conformity with the exceptions set out in the Open Meetings Act, the Board may recess to an Executive Session, which shall be open to individuals specified by the board. An Executive Session may be called by the board chairman.

The official minutes shall be held by the Chief Appraiser or designated personnel.