

Attachment 1- ARB Applicant Questionnaire

ARB Applicant Questionnaire					
Name:		Home Address, City & Zip:			
Email: Phone #:		Mailing Address, City & Zip (If Different from Home):			
Employer:		Occupation:			
Office Address, City & Zip:		If Retired, Previous Employer:			
		Previous Occupation:			
ACKNOWLEDGEMENT					
Please read and initial. Your initials indicate you have read and understand the statements.					
Membership: The Property Tax Code allows the board of directors of the appraisal district to set the size of the ARB as deemed necessary. The ARB will consist of 5 (five) members.					
Service Required: The term of appointment is two years (unless indicated otherwise), beginning January 1. ARB hearings normally begin in early June and conclude before the end of July. The ARB may be required to hear cases 8 (eight) hours per day and extended periods of time according to the docket for each day. The average time period is approximately 17 days during the protest season. ARB members are entitled to per diem as outlined in ARB Policy dated September 14, 2021.					
Additional Service Required: In addition to convening during the regular protest season, the ARB will be required to convene hearings to accept supplemental changes to the appraisal roll and to hear any motions for correction. These additional meetings may occur on a monthly basis.					
Summary of Qualifications: Please complete page 2 of this questionnaire to describe qualities, experiences, and background that would make you a good ARB member. Select which position(s) you would like to serve.					
Please answer the statements below and initial after reviewing the attached eligibility requirements.					
Yes	No	Statement	Yes	No	Statement
		I am a resident of the district.*			I am currently a member of the board of directors of the appraisal district.
		I have resided in the district for at least two years before taking office.*			I am currently an officer or employee of the appraisal district.
		I am related to a paid tax agent or person engaged in appraising property for tax purposes in this county. If yes, please explain in the comments below (attach sheet if needed).			I am currently an employee of the comptroller.
					I am currently a member of a governing body, an officer or employee of a taxing unit.
		I and/or my spouse hold substantial interest in a company that does business with the Appraisal District. If yes, please explain in the comments below (attach sheet if needed).			I have knowledge that I owe delinquent property taxes.
Comments:					
*Data Verification: Proof of residency in the county is satisfied by presenting a valid Texas driver's license. Two-year residency is verified by utility bill, property tax records, etc.					
Certification: I certify that the above statements are true and accurate. I further certify that I have read and understand the attached eligibility requirements.					
Signature:				Date:	

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Summary of Qualifications: Please describe qualities, experiences, and background that would make you a good ARB member. This information assists the administrative District Judge in making their appointments to the Appraisal Review Board.

I would like to be considered for the following positions on the ARB: (Circle all that apply)

Chair

Secretary

Member

Attachment 2 ARB Eligibility Requirements

SUBCHAPTER C. APPRAISAL REVIEW BOARD

Excerpt of Sec. 6.41. Appraisal Review Board.

- (a) The appraisal review board is established for each appraisal district.
- (b) **[Effective September 1, 2020]** Except as provided by Subsection (b-1) or (b-2), an appraisal review board consists of three members.
- (b-1) **[Effective September 1, 2020]** An appraisal district board of directors by resolution of a majority of the board's members may increase the size of the district's appraisal review board to the number of members the board of directors considers appropriate.
- (c) To be eligible to serve on the board, an individual must be a resident of the district and must have resided in the district for at least two years.
- (d) Except as provided by Subsection (d-1), members of the board are appointed by resolution of a majority of the appraisal district board of directors. A vacancy on the board is filled in the same manner for the unexpired portion of the term.
- (e) Members of the board hold office for terms of two years beginning January 1. The appraisal district board of directors by resolution shall provide for staggered terms, so that the terms of as close to one-half of the members as possible expire each year. In making the initial or subsequent appointments, the local administrative district judge or the judge's designee shall designate those members who serve terms of one year as needed to comply with this subsection.
- (f) A member of the board may be removed from the board by the local administrative district judge or the judge's designee. Grounds for removal are: (1) a violation of Section 6.412, 6.413, 41.66(f), or 41.69; (2) good cause relating to the attendance of members at called meetings of the board as established by written policy adopted by a majority of the appraisal district board of directors; or (3) evidence of repeated bias or misconduct.
- (j) A chief appraiser or another employee or agent of an appraisal district commits an offense if the person communicates with a member of the appraisal review board for the appraisal district, a member of the board of directors of the appraisal district, or the local administrative district judge regarding a ranking, scoring, or reporting of the percentage by which the appraisal review board or a panel of the board reduces the appraised value of property.
- (k) An offense under Subsection (i) or (j) is a Class A misdemeanor.

Excerpt of Sec. 6.411. Ex Parte Communications; Penalty.

- (a) A member of an appraisal review board commits an offense if the member communicates with the chief appraiser or another employee or a member of the board of directors of the appraisal district for which the appraisal review board is established in violation of Section 41.66(f).
- (b) A chief appraiser or another employee of an appraisal district, a member of a board of directors of an appraisal district, or a property tax consultant or attorney representing a party to a proceeding before the appraisal review board commits an offense if the person communicates with a member of the appraisal review board established for the appraisal district with the intent to influence a decision by the member in the member's capacity as a member of the appraisal review board.
- (c) This section does not apply to communications between the board and its legal counsel.
- (c-1) This section does not apply to communications with a member of an appraisal review board by the chief appraiser or another employee or a member of the board of directors of an appraisal district or a property tax consultant or attorney representing a party to a proceeding before the appraisal review board: (1) during a hearing on a protest or other proceeding before the appraisal review board; (2) that constitute social conversation; (3) that are specifically limited to and involve administrative, clerical, or logistical matters related to the scheduling and operation of hearings, the processing of documents, the issuance of orders, notices, and subpoenas, and the operation, appointment, composition, or attendance at training of the appraisal review board; or (4) that are necessary and appropriate to enable the board of directors of the appraisal district to determine whether to appoint, reappoint, or remove a person as a member or the chairman or secretary of the appraisal review board.
- (d) An offense under this section is a Class A misdemeanor.

Excerpt of Sec. 6.412. Restrictions on Eligibility of Board Members.

- (a) **[Effective January 1, 2020]** An individual is ineligible to serve on an appraisal review board if the individual: (1) is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district for which the appraisal review board is established; (2) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless: (A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02; or (B) a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or

- 33.065; or (3) is related within the third degree by consanguinity or within the second degree by affinity, as determined under Chapter 573, Government Code, to a member of: (A) the appraisal district's board of directors; or (B) the appraisal review board.
- (b) A member of an appraisal review board commits an offense if the board member continues to hold office knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the board member is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district for which the appraisal review board is established. An offense under this subsection is a Class B misdemeanor.
- (c) A person is ineligible to serve on the appraisal review board if the person is a member of the board of directors, an officer, or employee of the appraisal district, an employee of the comptroller, or a member of the governing body, officer, or employee of a taxing unit.
- (e) **[Effective January 1, 2020]** [Repealed.]

Excerpt of Sec. 6.413. Interest in Certain Contracts Prohibited.

- (a) An individual is not eligible to be appointed to or to serve on the appraisal review board established for an appraisal district if the individual or a business entity in which the individual has a substantial interest is a party to a contract with the appraisal district or with a taxing unit that participates in the appraisal district.
- (b) An appraisal district may not enter into a contract with a member of the appraisal review board established for the appraisal district or with a business entity in which a member of the appraisal review board has a substantial interest.
- (c) A taxing unit may not enter into a contract with a member of the appraisal review board established for an appraisal district in which the taxing unit participates or with a business entity in which a member of the appraisal review board has a substantial interest.
- (d) For purposes of this section, an individual has a substantial interest in a business entity if: (1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or (2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.
- (e) In this section, "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.
- (f) This section does not limit the application of any other law, including the common law relating to conflicts of interest, to an appraisal review board member.

Excerpt of Sec. 6.42. Organization, Meetings, and Compensation.

- (a) **[Effective January 1, 2020]** A majority of the appraisal review board constitutes a quorum. The local administrative district judge under Subchapter D, Chapter 74, Government Code, in the county in which the appraisal district is established shall select a chairman and a secretary from among the members of the appraisal review board. The judge is encouraged to select as chairman a member of the appraisal review board, if any, who has a background in law and property appraisal.
- (b) The board may meet at any time at the call of the chairman or as provided by rule of the board. The board shall meet to examine the appraisal records within 10 days after the date the chief appraiser submits the records to the board.