

GUADALUPE APPRAISAL DISTRICT APPRAISAL REVIEW BOARD POLICIES AND PRACTICES

The Guadalupe Appraisal District Appraisal Review Board (ARB) is established by the Texas Property Tax Code, Chapter 6, Subchapter C. Members are appointed by the Local Administrative District Judge of the County of Guadalupe. The ARB's Hearing Procedures have been separately considered and adopted. These Policies and Practices concern other matters and are adopted separately:

- 1) Organization
 - a) The ARB acts through a quorum of its members. A quorum is a majority of the number of members fixed by action of the Board of Directors of the Guadalupe Appraisal District.
 - b) The officers of the ARB are a Chair, a Secretary appointed by the Local Administrative District Judge of the County of Guadalupe.
- 2) Meetings
 - a) Meetings will be held at the call of the Chair.
 - b) Meetings are governed by the Texas Property Tax Code and other statutes of the State of Texas and by rules adopted by State executive agencies and officers, including but not limited to the Comptroller of Public Accounts.
 - c) The ARB may consult Robert's Rules of Order for guidance on matters not governed by state law.
 - d) The Chair or another member chairing a meeting of the ARB or a meeting of a panel of ARB members may make and second motions and vote on any matter coming before the ARB or panel.
 - e) In the absence of the Chair at a meeting of the ARB, the Secretary, shall assume the duties of the Chair.
 - f) Meetings will be open to the public unless closed pursuant to state law.
 - g) The Secretary of the Appraisal Review Board is responsible for the preparation of the agenda and the posting of meeting notices in accordance with the Texas Open Meeting Act. The Chair and Secretary may use clerical support from the Guadalupe Appraisal District for preparation of agendas; posting meeting notices; and notification to each Appraisal Review Board member of the dates, times, and places of meetings as determined by the Chair.
 - h) Audio recordings will be made of every ARB meeting and hearing, or, alternatively, written minutes will be taken of each meeting and hearing. The audio recording and/or written minutes will be included with the official record of the meeting or hearing.
- 3) Other Matters
 - a) Members are responsible for reporting promptly for all meetings and hearings of the ARB, keeping breaks and personal business to a minimum, and completing all assigned duties before leaving for the day.
 - b) Any request to the ARB's legal counsel for advice, representation, or assistance shall be made by the Chair.
 - c) A member who becomes ineligible for service on the ARB must report the ineligibility to the Chair promptly and promptly submit the member's written resignation.