



# Collin Central Appraisal District

**POLICY NUMBER: 114**

**POLICY NAME: APPRAISAL REVIEW BOARD OFFICERS**

By law, the Collin County Administrative Law Judge will annually appoint the Chairman and Secretary for the Appraisal Review Board, from the ARB's general membership. At the discretion of the ARB membership, the slate of officers may also include a Vice Chairman. If a Vice Chairman is recommended by the ARB and appointed by the Board of Directors, he or she would serve as the ARB's presiding officer in the Chairman's absence. The Secretary would serve as the ARB's presiding officer if both the Chairman and Vice Chairman are absent. The Board of Directors will request recommendations for the Vice Chairman from the general membership of the ARB, based on a vote of a quorum of the ARB, in public session. The current Chairman of the ARB, or officer presiding over the meeting where the vote was taken, if the current Chairman was not present during the vote, will present the new Vice Chairman recommendation to the Board of Directors at their October or combined November/December board meeting. The recommendations can be made in person by the ARB Chairman or ARB Secretary, at the Board of Directors meeting, or by the Taxpayer Liaison Officer (TLO) based on written instructions from the ARB Chairman. Accompanying the recommendation, whether written or verbal, shall be a written resume or biography for the Vice Chairman member being recommended.

The Board of Directors, at their sole discretion, may appoint the party being recommended by the ARB membership or may accept nominations from its own membership to consider as Vice Chairman. The Chairman will open the floor for discussion of potential nominations and then call for a motion and vote to appoint ARB Vice Chairman. Officer terms for the ARB will begin January 1<sup>st</sup> and run for one year. Officers will take their oath of office at their first ARB meeting in the appointed term.

Property Tax Code Section: 6.41

Date Adopted: September 24, 2009

Resolution #: 2009-15

Date Amended: August 19, 2010

Resolution #: 2010-20

Date Amended: January 23, 2020

Resolution #: 2020-60