

SOMERVELL CENTRAL
APPRAISAL DISTRICT

EXECUTIVE DIRECTOR/CHIEF APPRAISER

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APPRAISAL REVIEW BOARD

Clarence Whitesell, Chairman
Gary Whittle
Angie Robertson
Donna Spencer

RULES OF ORDER

“Roberts Rules of Order” will be the primary rules established by the 2018 Appraisal Review Board.

A 15-minute time limit will be established for each protest.

The ARB will comply with the Open Meetings Act (Art. 6252-17 VTCS) and the Open Records Act (Art. 6252-17a VTCS).

OTHER ADMINISTRATIVE RULES FOR THE 2019 ARB

Executive Session: The ARB can meet in executive session, also called closed session, to consult with its attorney about pending or contemplated litigation. The ARB may not take any action or vote during an executive session. It may not close a hearing to the public on a protest or challenge even if the taxpayer or taxing unit representative requests a closed hearing.

Recordings: All ARB hearings will be recorded and minutes taken.

Chief Appraiser’s Presence: The Chief Appraiser or a representative must be present at all ARB hearings to help provide information and records about property value, location, exemption, and situs. The ARB cannot exclude the Chief Appraiser or the representative from an ARB hearing, even at the request of a taxpayer or a taxing unit.

ARB Officers’ Duties: The Board of Directors for Somervell Central Appraisal District will elect a chair. The ARB will elect a vice- chair and a secretary at its first meeting of the year. The chair will be responsible to see that the ARB’s rules of order are followed, and that all witnesses giving evidence are sworn, and that all parties are treated fairly.

The secretary is responsible for sending ARB notices to taxpayers and taxing units, such as hearing notices or final notices announcing the ARB’s determination of a protest or a challenge.

The secretary is also responsible for minutes of the ARB’s proceedings. The ARB will delegate these duties to a member of the appraisal district staff.

Order of Presentation: The Taxpayer will be required to go first in presenting evidence and arguments in support of his/her claims.

Motions to Correct the Appraisal Roll: At the beginning of a hearing on a 25.25 (c) or 25.25 (d) motion to correct, the taxpayer will be required to present evidence that he or she has complied with the payment requirements of section 42.08 of the Texas Tax Code. The failure to comply with the tax payment requirements will result in the taxpayer’s forfeiture of the right to a final determination of the motion.

Public Relations: The ARB will keep the public informed about its procedures and schedule. Notices will be posted in public buildings.

Legal Counsel: The ARB’s legal counsel is Karen Evertson, Attorney at Law, Austin, Texas.

Clarence Whitesell, Chairman