

**PUBLIC ACCESS TO BOARD OF DIRECTORS MEETINGS  
AND  
PROCEDURE FOR COMPLAINT TO BOARD**

**Public Access to Board of Directors Meetings**

Tarrant Appraisal District shall conduct all meetings in accordance with the Texas Open Meetings Act.

The District shall regularly provide opportunities for the public to speak to the Board on issues under the Board's jurisdiction.

The agenda for each regularly scheduled meeting of the Board shall include an agenda item for public comment before the Board begins consideration of action items and information items. At each such meeting, the presiding officer shall announce that any member of the public wishing to address the Board on issues under the Board's jurisdiction may do so during that public comment period. In addition, a member of the public who wishes to address the Board regarding one or more other items on the agenda may do so either during the public comment period or during the Board's consideration of the other item(s). The total time that an individual member of the public may address the Board during any meeting is limited to five minutes. However, the presiding officer may extend the time to six minutes if doing so will not interfere with the Board's conducting its other business. During the designated public comment period the Board may decline to hear comments on subjects not related to issues under the Board's jurisdiction.

If a person who does not speak English or a person who communicates by American Sign Language notifies the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting that he or she desires to address the Board and is unable to provide an interpreter, the District shall make reasonable efforts to secure the services of translator or interpreter at the meeting.

Tarrant Appraisal District strives to provide reasonable access to the Board by disabled persons. As part of this effort, the District restricts seven parking spaces to use only by disabled persons and maintains wheelchair accessibility to the Customer Service area and to the boardroom. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting.

## **Procedure for Complaints to Board**

The Board will consider written complaints that the Board has authority to resolve. Such complaints should be addressed and delivered to:

Chairman, Board of Directors  
Tarrant Appraisal District  
2500 Handley Ederville Road  
Fort Worth, Texas 76118

The Board will not consider complaints addressing any of the grounds for a challenge, protest, or motion for correction of appraisal roll that are specified in Section 41.03, 41.41, and Section 25.25, respectively. The Board of Directors also has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter specified in Section 1.111(e) or a determination of Tarrant Appraisal Review Board on a challenge, protest, or motion for correction made under authority of Section 41.07, 41.47, and Section 25.25, respectively.

Written complaints to the Board are forwarded to the Taxpayer Liaison Officer. The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer. At each such meeting, he shall report to the Board on the nature and the status of resolution of all complaints filed. Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Until final disposition of each complaint and unless doing so would jeopardize an undercover investigation, the Board shall notify the parties to the complaint at least quarterly of the status of the complaint.

Other responsibilities of the Taxpayer Liaison Officer include the following:

- Administering the public access functions required by the Tax Code;
- Supporting the Chief Appraiser and his/her staff to assist property owner's in understanding the appraisal process, protest procedures and related matters;
- Developing and implementing policies and procedures to guarantee access to the Board by non-English speaking and disabled property owners;
- Preparing information of public interest describing Board functions and procedures involving how complaints are filed and resolved by the Board; and
- Performing other duties and responsibilities as assigned.