

15

**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

Adopt a resolution nominating Luanne Caraway as a candidate for the Central Appraisal District Board of Directors.

**ITEM TYPE**

CONSENT

**MEETING DATE**

September 24, 2013

**AMOUNT REQUIRED**

**LINE ITEM NUMBER**

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

**PURCHASING GUIDELINES FOLLOWED:** N/A

**AUDITOR REVIEW:** N/A

**REQUESTED BY**

**SPONSOR**

COBB

**CO-SPONSOR**

N/A

**SUMMARY**

See the attached memo from the Hays Central Appraisal District and the Resolution nominating Luanne Caraway for a two year term beginning Jan 1, 2014.

FILED:

HAYS COUNTY COMMISSIONERS' COURT

Resolution # 28370 VOL V PG 240

09 24 13



**RESOLUTION OF THE HAYS COUNTY COMMISSIONERS COURT  
NOMINATING A CANDIDATE FOR THE HAYS CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS.**

STATE OF TEXAS §

COUNTY OF HAYS §

**NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS' COURT OF  
HAYS COUNTY, THAT:**

We hereby Cast nominate Luanne Caraway to represent Hays County, Texas on the Hays Central Appraisal District Board of Directors for a term of two years beginning January 1, 2014.

**ADOPTED THIS THE 24<sup>th</sup> DAY OF SEPTEMBER, 2013**

**Bert Cobb  
Hays County Judge**

**Debbie Gonzales Ingalsbe  
Commissioner, Pct. 1**

**Mark Jones  
Commissioner, Pct. 2**

**Will Conley  
Commissioner, Pct. 3**

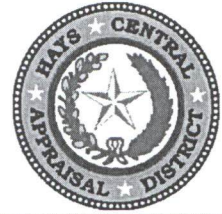
**Ray Whisenant  
Commissioner, Pct. 4**

**ATTEST:**

**Liz Q. Gonzalez  
Hays County Clerk**



Hays  
Central  
Appraisal  
District



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512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ Fax 512-268-1945

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MEMORANDUM

TO: Voting Taxing Units  
FROM: David Valle, Chief Appraiser  
DATE: August 16, 2013  
SUBJECT: Nomination of Appraisal District Directors  
DEADLINE for Nominations: October 15, 2013

Our appraisal district is governed by a board of seven directors. Members of the board serve two-year terms beginning on January 1 of even numbered years. The board of directors of our district meets once a month.

In considering individuals to serve as directors, taxing units should look for expertise in such areas as business management, information systems, computers, accounting, finance, real estate and taxation.

Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate **by resolution adopted by its governing body** one candidate for each position to be filled on the board of directors. **The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15, 2013.** [Texas Property Tax Code, Section 6.03 (g)]

Please see Attached:

Directors Qualifications  
Timetable for HCAD Board Member Election

### **Appraisal District Director Qualifications:**

To be eligible to serve on the board of directors, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes the office.

An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit or because the individual is an elected official.

However, an employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

## **HCAD Board Member Election TIMETABLE:**

Texas Property Tax Code, Section 6.03:

### **before October 1**

The Chief Appraiser shall calculate the number of votes to which each taxing unit is entitled and shall deliver written notice to each of those units of its voting entitlement in the election of members to the Hays County Appraisal District Board of Directors.

A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships.

### **before October 15**

The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser.

### **before October 30**

The Chief Appraiser shall prepare a ballot listing the candidates...and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

### **before December 15**

The governing body of each taxing unit that is entitled to vote shall determine its vote by resolution and submit it to the chief appraiser.

### **before December 31**

The Chief Appraiser shall count the votes, declare the seven candidates who receive the largest cumulative vote totals elected, and submit the results to the governing body of each taxing unit in the district and to the candidates.

### **after January 1**

Elected board members take the oaths of office at the first meeting and elect board officers.