



# DENTON CENTRAL APPRAISAL DISTRICT

3911 MORSE STREET, P O BOX 2816  
DENTON, TEXAS 76202-2816

## M E M O

TO: Denton County, School Districts and Cities That Levy a Tax

FROM: Joe Rogers, Chief Appraiser

SUBJECT: Request for Nominations for DCAD Board of Directors

DATE: September 1, 2011

It is time again for the taxing jurisdictions to select five individuals to serve as the DCAD Board of Directors. Each jurisdiction may nominate up to five people to be considered for the Board of Directors. According to Section 6.03 of the Property Tax Code, it is the chief appraiser's responsibility to initiate this process, which is the purpose of this memo.

Please note that a chief appraiser does not have the authority, or the duty, to investigate, or judge the qualifications of the nominees. Further, a chief appraiser can not extend the deadline for receiving nominations.

**Attached is a nominee form. Please return a form for each nominee by October 15, 2011.**

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### CALENDAR FOR APPOINTMENTS:

1. Prior to October 1st - Each jurisdiction will be advised of the number of votes they are entitled to cast for Board members. (See Attached)
2. Prior to October 15th - The governing body of each jurisdiction may nominate up to five candidate(s) to the DCAD Board of Directors. The number of votes that each jurisdiction has is not relevant in the initial nomination phase.
3. Prior to October 30th - A comprehensive list of the nominees will be compiled and this information will be sent to the taxing jurisdictions in the form of a ballot.
4. Prior to December 15th - The taxing jurisdictions choose by written resolution the candidate, or candidates, of their choice. The jurisdictions then submit the names of their candidates and the votes they cast for each candidate prior to the December 15th deadline.
5. Prior to December 31st - A tabulation of the votes will be forwarded to the jurisdictions. The five candidates that have received the most votes become the Board of Directors as of January 1st.

## SELECTING A NOMINEE

**AUTHORITATIVE GUIDELINES** - The selection process is set forth in Section 6.03 of the Property Tax Code. This process is not an "election" governed by the Texas Election Code. It is an independent procedure unique to the property tax system.

**ELIGIBILITY** - An appraisal district director must reside in the appraisal district for at least two years immediately preceding the date he or she takes office. Most residents are eligible to serve as a director. An individual that is serving on the governing body of a city, county, or school district is eligible to serve as an appraisal district's director.

An employee of a taxing unit served by the appraisal district is not eligible to serve as a director. However, if the employee is an elected official, he or she is eligible to serve.

A statute relevant to the Board selection process prohibits nepotism and conflict of interest for appraisal district directors and chief appraisers. In summary, the law states that:

....."a person may not serve as director if closely related to anyone in the appraisal district or if related to anyone who represents owners in the district, or if the person has an interest in a business that contract with the district or a taxing unit. A chief appraiser may not employ someone closely related to a member of the board of directors".

**FREQUENCY OF MEETINGS** - The applicable statutes require the board of directors to meet at least once each calendar quarter.

NOMINATION FORM

Please return this form to DCAD no later than October 15, 2011. Reminder...your jurisdiction may nominate up to five candidates to the Denton Central Appraisal District Board of Directors.

Please include the address and phone number of your nominees.

Name of your jurisdiction: \_\_\_\_\_

Name of nominee:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Return this form to:

Kathy Williams  
Denton Central Appraisal District  
P.O. Box 2816  
Denton, TX 76202