

## HARRISON CENTRAL APPRAISAL DISTRICT

To: Presiding Officers  
 From: Stacy Morris, Interim Chief Appraiser  
 Subject: **Vote Entitlement & Nomination Resolution for Appraisal District Director Selection**  
 Date: September 16, 2013

Section 6.03 of the Property Tax Code governs the director selection process. Directors are nominated and selected by the governing bodies of voting taxing units in the appraisal district. Voting taxing units for all appraisal districts are the county, cities, towns and school districts participating in the appraisal district. Directors are selected in the fall of each odd-numbered year. This process is not an "election" governed by the Texas Election Code, but an independent procedure unique to the property tax system.

To be eligible to serve on the board of directors of an appraisal district, a person must have resided in the appraisal district for at least two years immediately preceding the date of taking office. An employee of a taxing unit that participates in the appraisal district may not serve. However, an elected official or member of the governing body of a participating taxing unit may serve. A person may not be appointed or continue to serve on the board, if related within the second degree of consanguinity or affinity to:

- (1) An appraiser who appraises property for use in an appraisal review board proceeding for the county which participates in the appraisal district, or;
- (2) A tax representative who represents taxpayers for compensation before the review board for the county which participates in the appraisal district.

Appraisal district directors serve two-year terms beginning January 1 of an even-numbered year. The schedule for the director selection process is as follows:

**Before October 1, 2013** - each voting taxing unit is notified of the number of votes (*calculated using previous year tax levy*) it may cast (*this form serves as notification*).

**Before October 15, 2013**- each voting taxing unit may nominate one candidate for each of the five director positions, and the presiding officer of the taxing unit submits the nomination(s) to the chief appraiser by written resolution (***form attached***).

**Before October 21, 2013** - the chief appraiser prepares the official ballot listing the nominees, that were nominated on time, in alphabetical order by last name, and delivers it to the presiding officer of each voting unit.

**Before November 15, 2013** - each voting unit must cast its votes to one or more names listed on the official ballot, sign as a written resolution, and submit to the chief appraiser (*write-ins are not acceptable*).

**Before December 1, 2013** - the chief appraiser counts votes, declares as winners the candidates who received the largest vote totals, notifies all candidates and each taxing unit of the results.

**NOTE:** 834 votes guarantees a nominee's selection.

Voting Taxing Units	2012 Levy	% of Total Levy	Vote Entitlement
Harrison County	19,803,239.79	19.62%	980.80
City of Hallsville	473,903.29	0.47%	23.47
City of Longview	1,586,941.24	1.57%	78.60
City of Marshall	4,998,473.36	4.95%	247.56
City of Waskom	498,039.20	0.49%	24.67
Elysian Fields ISD	4,173,609.05	4.13%	206.71
Hallsville ISD	31,554,145.37	31.26%	1,562.79
Harleton ISD	1,815,382.45	1.80%	89.91
Karnack ISD	2,244,631.58	2.22%	111.17
Marshall ISD	28,297,908.67	28.03%	1,401.52
New Diana ISD	71,766.14	0.07%	3.55
Ore City ISD	34,970.81	0.03%	1.73
Waskom ISD	5,401,600.43	5.35%	167.53
<b>Total</b>	<b>100,954,611.38</b>	<b>1</b>	<b>5,000</b>

  

Votes per Position	Board Positions	Total Votes
1,000	5	5,000

HARRISON CENTRAL APPRAISAL DISTRICT  
Director Selection

## NOMINATION RESOLUTION

Whereas, a taxing unit may nominate up to five (5) individuals in the director selection process;

NOW THEREFORE BE IT RESOLVED that the following name(s) of individual(s) are nominated by the TAXING UNIT'S GOVERNING BODY to serve a two-year term as a director for the HARRISON CENTRAL APPRAISAL DISTRICT.

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
Presiding Officer

***Return to the chief appraiser before October 15, 2013:***

Stacy Morris  
Interim Chief Appraiser  
Harrison Central Appraisal District  
601 South Washington Street  
P. O. Box 818  
Marshall, Texas 75671-0818

## ENTITY VOTE CALCULATION

Voting Taxing Units	2012 Tax Levy (tax revenue)	Each Levy as a % of the total of all	Percentage X 5000 = Vote Entitlement
Harrison County	19,803,239.79	19.62%	980.80
City of Hallsville	473,903.29	0.47%	23.47
City of Longview	1,586,941.24	1.57%	78.60
City of Marshall	4,998,473.36	4.95%	247.56
City of Waskom	498,039.20	0.49%	24.67
Elysian Fields ISD	4,173,609.05	4.13%	206.71
Hallsville ISD	31,554,145.37	31.26%	1562.79
Harleton ISD	1,815,382.45	1.80%	89.91
Karnack ISD	2,244,631.58	2.22%	111.17
Marshall ISD	28,297,908.67	28.03%	1401.52
New Diana ISD	71,766.14	0.07%	3.55
Ore City ISD	34,970.81	0.03%	1.73
Waskom ISD	5,401,600.43	5.35%	267.53
<b>Totals</b>	<b>100,954,611.38</b>	<b>1</b>	<b>5000.00</b>

*There are 1,000 votes for each of the five director positions.*

*A director's position on the board is secured by 834 votes.  
(5,000 votes divided by 6 equals 833.33 OR 834 votes guarantees nominee's selection.)*

**Schedule:**

1. The chief appraiser shall calculate each voting taxing unit's votes and shall deliver written notice to each unit before Oct. 1.
- 2. Each unit's governing body may nominate one candidate for each position on the board and submit the names of the nominees to the chief appraiser before Oct. 15.**
3. Before Oct 30., the chief appraiser shall prepare a ballot, listing the candidates alphabetically, and shall deliver a copy of the ballot to the presiding officer of each unit that is entitled to vote.
4. The governing body of each unit shall determine its vote by resolution and submit it to the chief appraiser before Nov. 15.
5. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before Dec. 1 to the governing body of each taxing unit in the district and to the candidates.

