

Michael C. Cedars, *Chief Appraiser*

Lynda Gunstream, *Chair*  
Hughie Allen, *Vice Chair*  
Laura Floyd, *Secretary*



Nancy Ashworth, *Member*  
Virginia Fawcett, *Member*

## ORANGE COUNTY APPRAISAL DISTRICT

August 4, 2011

West Orange Stark CISD  
Attn: Superintendent  
PO Box 1107  
Orange, TX 77631

Dear Sir or Madam;

Section 6.03 of the Property Tax Code requires the Board of Directors of the appraisal district serve a two year term beginning on January 1 of even-numbered years. 2012 is the beginning of the next two year term of the Orange County Appraisal District's board and the election process must take place over the next few months.

I have enclosed a timeline as defined by the tax code for the election of the board of directors. As you will see, the next step in the process is for each taxing unit to nominate potential board members to fill one of five positions. Each unit may nominate up to five candidates. Nominations must be made by resolution of the unit's managing board. I have included a sample resolution for your use.

Nominations must be returned to this office by October 15, 2011. Please include the mailing address of your unit's nominee/s so that I may notify them of the results of the election.

Sincerely,

A handwritten signature in cursive script that reads "Michael Cedars".

Michael Cedars  
Chief Appraiser

## Timeline for Selection of Directors

Taxing units select directors in the fall of each odd-numbered year. The Chief Appraiser announces the new directors **before December 1.**

- ✘ **Step 1 – Obtain prior year tax levies** – The number of votes allocated to a voting unit is based on the ratio of its tax levy in the preceding year to the total tax levy of all voting units.
- ✘ **Step 2 – Calculate votes for each voting unit** – **Before October 1**, the Chief Appraiser must calculate the number of votes for each voting unit.
- ✘ **Step 3 – Notify each voting unit** – **Before October 1**, the Chief Appraiser must notify each voting taxing unit of the number of votes it may cast.

**Step 4 – Receive director nominations**. – Each voting unit may nominate one candidate for each position to be filled (5). The presiding officer of the unit submits the names of the nominees by written resolution to the Chief Appraiser **before October 15.**

**Step 5 – Prepare the ballot** – **Before October 30**, the Chief Appraiser must prepare a ballot listing the nominees alphabetically by each candidate's last name. The Chief Appraiser must deliver a copy of this ballot to the presiding officer of the governing body of each voting unit.

**Step 6 – Cast the votes** – Each voting unit must cast its vote by written resolution and submit it to the Chief Appraiser **before November 15.**

**Step 7 – Announce the winners** – The Chief Appraiser must count the votes and declare the candidates who received the largest vote totals **before December 1.**



## VOTING ENTITLEMENT BOARD OF DIRECTORS ELECTION

	2010 CERTIFIED LEVY	% OF TOTAL LEVY	NUMBER OF VOTES
COUNTY OF ORANGE	24,923,886	0.2725	1,363
BRIDGE CITY I.S.D.	9,259,688	0.1012	506
LCM-C.I.S.D.	10,291,212	0.1125	563
ORANGEFIELD I.S.D.	4,482,888	0.0490	245
VIDOR I.S.D.	9,996,774	0.1093	547
WO-C C.I.S.D.	20,522,371	0.2244	1,122
CITY OF BRIDGE CITY	1,457,716	0.0159	80
CITY OF ORANGE	5,903,013	0.0645	323
CITY OF PORT ARTHUR	1,114,628	0.0122	61
CITY OF PINE FOREST	17,305	0.0002	1
CITY OF PINEHURST	618,735	0.0068	34
CITY OF ROSE CITY	83,782	0.0009	5
CITY OF VIDOR	2,298,569	0.0251	126
CITY OF WEST ORANGE	490,963	0.0054	27
<b>TOTAL</b>	<b>91,461,530</b>	<b>100%</b>	<b>5,000</b>

THE STATE OF TEXAS

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COUNTY OF ORANGE

**A RESOLUTION**

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2011, the Board of Trustees of \_\_\_\_\_  
\_\_\_\_\_ met in a \_\_\_\_\_ session at \_\_\_\_\_, at  
the \_\_\_\_\_, Orange, Texas with the following members  
present:

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Among other things properly coming before the Board of Trustees, the following  
business was transacted:

**A motion was made as follows: "BE IT RESOLVED by the Board of Trustees of the  
\_\_\_\_\_, Orange, Texas, that the Board nominates:  
\_\_\_\_\_ as a Candidate(s)  
for the Board of Directors of the Orange County Appraisal District."**

The motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_;

There upon the motion being voted upon, the motion to adopt the resolution passed.

PASSED, APPROVED AND AUTHENTICATED this the \_\_\_\_\_ day of  
\_\_\_\_\_ A.D. , 2011.

\_\_\_\_\_  
Board of Trustees

ATTESTED:

\_\_\_\_\_  
Secretary of the Board of Trustees