

PUBLIC ACCESS POLICY FOR MEETINGS OF THE APPRAISAL DISTRICT BOARD OF DIRECTORS

Pursuant to Section 6.04 (d), Texas Property Tax Code, a reasonable period of time during each meeting of the board of directors shall be provided for public comments on any issue under the jurisdiction of the board. Reasonable time shall be provided during each board meeting for public comment on appraisal district and appraisal review board policies and procedures. The period of time shall be determined at the discretion of the chairman of the board.

The board shall prepare information of public interest describing the functions of the board and the board's procedures by which complaints are filed with and resolved by the board. The board shall make the information available to the public and the appropriate taxing jurisdictions.

Pursuant to Section 6.04 (e), Texas Property Tax Code, the following policy is adopted to provide public access to the board of directors by a person who does not speak English or who has a physical, mental, or developmental disability:

- Any non-English speaking person, deaf person, or person who has any physical, mental, or development disability desiring to appear before the board must file a written request with the chief appraiser who will schedule the person to present testimony at the next regularly scheduled board meeting. The request must indicate any special assistance or arrangement required to make the presentation to the board possible.
- The chief appraiser shall appoint at least one bilingual person to serve as an interpreter. The interpreter shall attend any meeting in which a non-English speaking person is scheduled to speak and shall be paid a per diem amount equal to that paid to members of the appraisal review board.
- The chief appraiser shall coordinate with the area service council of the Texas Council for the Deaf (see Attachment A) in obtaining services and shall appoint an interpreter to attend any meeting on which a deaf person is scheduled to appear. The interpreter shall be paid a per diem amount equal to that paid to members of the appraisal review board.
- The chief appraiser shall coordinate with the Texas Rehabilitation Commission, the United Way, or other public and private agencies with regional offices (see, Attachment B) to provide proper arrangements for

public forums, to include correct placement of microphones, sufficient area for wheelchairs or other mobility aides, and any other matters which would assist in improved access to the board in a public meeting.

- Meetings of the board shall be held at the appraisal district office, which has been built in compliance with standards and specifications adopted by State and Federal agencies pursuant to the Elimination of Architectural Barriers Act.