

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: October 2, 2015

Subject: Approval of a Resolution regarding nominations for directors of the Harrison Central Appraisal District

Each odd-numbered year, by October 15th, the Harrison Central Appraisal District receives nominations for directors of the Appraisal District. Any member unit of local government may submit up to five nominations, if so they so choose. The standard form provided by the Appraisal District for the nominating Resolution is attached.

The nominations will be followed by action at the first meeting in November to cast votes for those who have been nominated. The voting procedure is established by State law. Each member taxing authority is allocated a proportionate share of 5,000 votes based on the tax levy for that jurisdiction. This procedure is weighted toward the taxing authorities with larger land area and higher value property in their jurisdictions. The City of Marshall's share of the 5,000 votes is 228 votes. A nominee must get at least 834 votes for that nominee's selection to the Appraisal District board to be guaranteed.

HARRISON CENTRAL APPRAISAL DISTRICT

To: Presiding Officers
 From: Robert Lisman, Chief Appraiser
 Subject: **Vote Entitlement & Nomination Resolution for Appraisal District Director Selection**
 Date: September 10, 2015

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, 2015 - 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, 2015 - 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, 2015 - 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, 2015 - 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, 2015 - 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	2014 Levy	% of Total Levy	Vote Entitlement
Harrison County	23,438,609	22.86%	1143
City of Hallsville	470,855	0.46%	23
City of Longview	1,302,354	1.27%	63
City of Marshall	4,679,232	4.56%	228
City of Waskom	497,626	0.49%	24
Elysian Fields ISD	3,894,549	3.8%	190
Hallsville ISD	31,714,510	30.94%	1547
Harleton ISD	1,824,420	1.78%	89
Karnack ISD	2,197,745	2.14%	107
Marshall ISD	26,810,067	26.15%	1308
New Diana ISD	73,544	0.07%	4
Ore City ISD	31,101	0.03%	2
Waskom ISD	5,575,797	5.44%	272
Total	102,510,438	1	5,000

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 _____, 2015.

Entity Name

Presiding Officer

Return to the chief appraiser before October 15, 2015:

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