

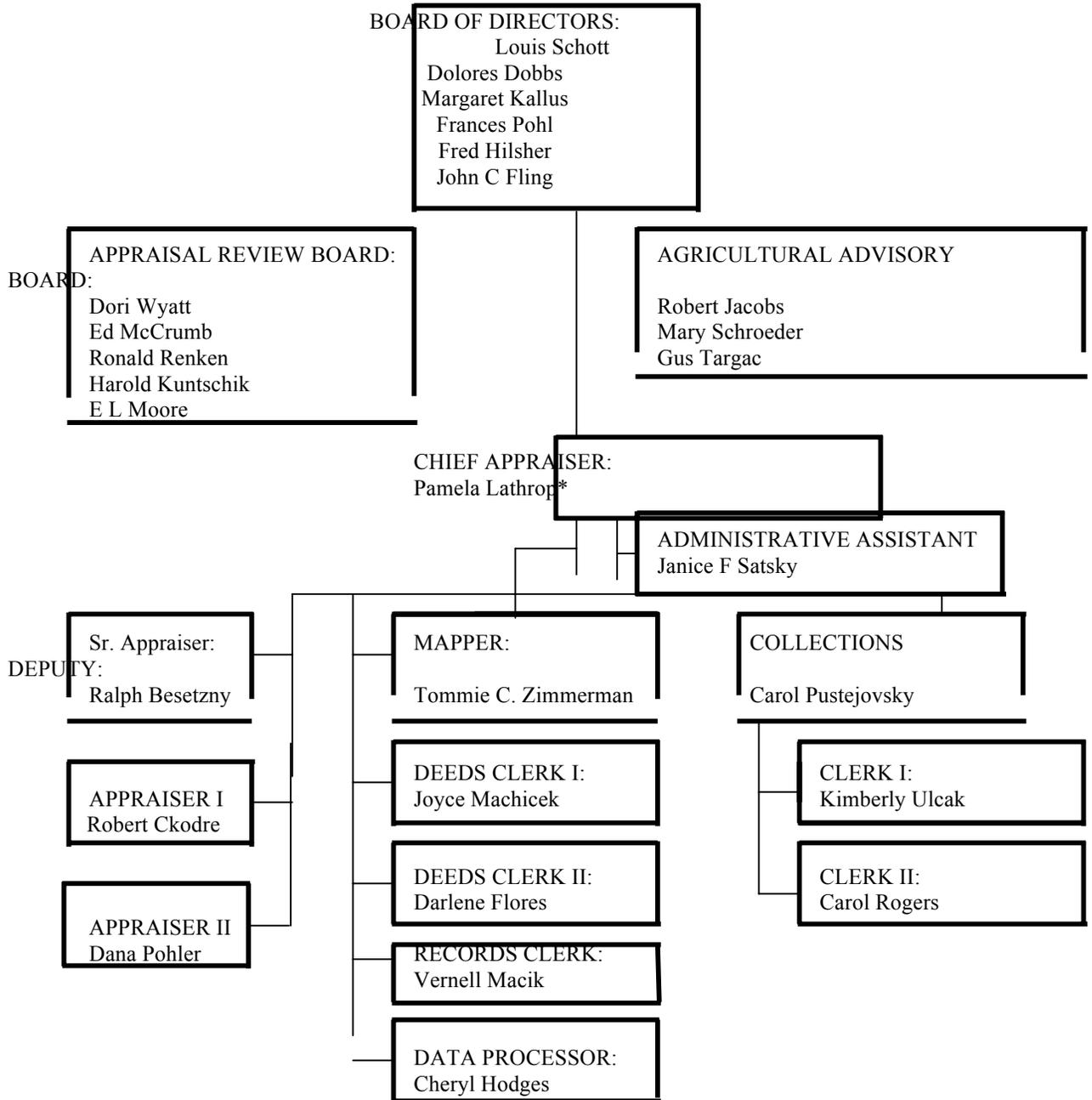
BOARD OF DIRECTOR

POLICY HANDBOOK

LAVACA COUNTY CENTRAL APPRAISAL  
DISTRICT

***UPDATED JANUARY 14, 2009***

# ORGANIZATION CHART



Total 12 Employees, and Chief Appraiser  
Updated, January 14, 2009

\*Records Management Officer & Public Funds Investment Officer

## **GENERAL STATEMENT OF FUNCTIONS**

The Board of Directors has the following primary responsibilities:

- Establish the appraisal district's appraisal office
  - An 11 member BOD established the CAD office in 1980
- Adopt the appraisal district's annual operating budget
  - The BOD adopts two separate budgets each year
    - Appraisal operations
    - Tax Collections
- Contract for necessary services
- Hire a chief appraiser
- Appoint appraisal review board members
  - The BOD increased the size of the ARB from 3 to 5 members in the 2003 tax year
- Make general policy on the appraisal district's operation
- Biennially develop a written plan for the periodic reappraisal of all property within the district's boundaries

The appraisal district's effectiveness requires planning and cooperation between appraisal district directors, the chief appraiser, appraisal staff and taxing units. Groundwork for the system begins with the policies and goals established by the board of directors.

The Appraisal District Director's Manual explains in detail all board policies, procedures and duties.

## **TABLE OF CONTENTS**

	<u>PAGE #</u>
Appraisal District Established	1
Governing Body	1
Policies in Harmony with State Laws	1
Election of Board of Directors	1
Election of Officers	2
Duties of Office	2
Duties of Board of Directors	3
General Duties	3
Specific Responsibilities	3-4
Duties Chief Appraiser	5-6
Budget	7
Salary Schedules	7
Quorum	7
Rules of Order	7
Authority of Board of Directors	8
Transacting Business	8
Open Meetings	8
Executive Session	9
Regular Board Meeting	9
Special Board Meeting	9
Emergency Meeting	10
Request From Citizens to Address the Board	10
Public Access Polices for Appraisal District Meetings	11
Addendum to: Public Access Policies for Appraisal District Meetings	12
Agenda Preparation and Distribution	13
Notice of Board Meetings	13
Minutes of the Board Meetings	13
Distribution of Funds	14
Fiscal Year	14
Financing of the Appraisal District	14
Public Requests for Documents	15
Bank Depository	15
Appraisal Review Board	15-16

Temporary Replacement of Appraisal Review Board Members	16
Amendments	16
Expenses for Board of Directors and Appraisal Review Board Members	16
Public Complaint Policy	17
Smoke-Free Environment	18
Carrying of Concealed Handguns	18
Payment of Attorney's Fees and Judgment Damages Incurred in Litigation Arising from Performance of Official Duties	18-19

## **APPRAISAL DISTRICT ESTABLISHED**

Appraisal Districts were established by Section 6.01 of the Texas Property Tax Code. Laws governing the operation and duties of the Appraisal district are contained primarily in this Texas Property Tax code. Various other laws, other than those in the Texas Property Tax Code pertaining to the operation, must also be followed

## **GOVERNING BODY**

The Lavaca County Central Appraisal shall be governed by a Board of Directors consisting of 6 Members, as set out in Section 6.03 of the Texas Property Tax Code.

Five of the Members are appointed by the taxing units that participate in the Appraisal District.

The County Tax Assessor-Collector will automatically serve as a non-voting director; unless appointed to the Board of Directors during the election process. The County Tax Assessor-Collector is ineligible to serve as a non-voting director if the County Tax Assessor-Collector serves as the Chief Appraiser or if the Commissioners Court have contracted for assessment and collection of county taxes with another taxing unit or the Appraisal District.

## **POLICIES IN HARMONY WITH STATE LAWS**

No item in these regulations or policies shall be operative if it is found to be in conflict with any law of the State of Texas.

## **ELECTION OF BOARD OF DIRECTORS**

The Board of Directors for the Lavaca County Central Appraisal District are elected by the member boards that are eligible to participate in the Appraisal District member election and by the method set out in Section 6.03 of the Texas Property Tax Code (each voting jurisdiction's votes will be calculated by their portion of the total tax levy for all voting jurisdictions.)

Eligibility requirements are set forth in Section 6.035, 6.036, 6.05(f), and 6.05(g) of the Texas Property Tax Code, and must be upheld.

## **ORGANIZATION – BOARD OF DIRECTORS**

### **ELECTION OF OFFICERS**

At the regular January meeting, the Board of Directors shall organize by electing one of their members as Chairman, one as Vice-Chairman, and one as Secretary. The officers shall serve for a period of one year, or until his successor is elected and qualified.

### **DUTIES OF OFFICERS**

1. Chairman – The Chairman shall preside at all meetings, appoint all committees, and perform all other duties prescribed by law, or by the Board.
2. Vice-Chairman – The Vice-Chairman shall perform the duties of the Chairman in case of resignation, absence, or disability of the Chairman.
3. Secretary – The Secretary shall perform all duties as required by law and such other duties as the Board may request. In the Absence of the Chairman and Vice-Chairman, the Secretary calls the meeting to order and presides until the immediate election of a Chairman Pro tem.
4. Clerk – The Chief Appraiser is responsible for performing such clerical work, record keeping and correspondence as may be required by the Board. These activities may be delegated to other staff members but the Board holds the Chief Appraiser responsible for the performance of these duties.

## **DUTIES – BOARD OF DIRECTORS**

### **GENERAL DUTIES**

The Board of Directors shall provide for an Appraisal District office and establish general policies in keeping with the wishes of the community, the local taxing jurisdictions and the requirements of the law. The Board shall devote its time and efforts chiefly to general policy-making and delegate administrative details to the Chief Appraiser and his/her staff.

### **SPECIFIC RESPONSIBILITIES**

1. Appointing the Chief Appraiser.
2. Contracting with other appraisal offices, taxing units, or private firms to perform appraisal functions.
3. Adopting annual budgets for the operation of the appraisal office.
4. Determining a method of financing the annual budgets based on cost allocation among taxing units.
5. Purchasing or leasing real property, as well as constructing improvements, to establish the appraisal office.
6. Ensuring preparation of annual audits by certified public accountants.
7. Selecting a financial institution to deposit funds through bid solicitation.
8. Entering contracts for appraisal functions, and for all expenditures in excess of \$25,000 complying with the competitive bidding requirements established by law. (Section 6.11, requirements under Chapter 252, Local Government Code effective July 1, 2003) (*Revised 1-9-06*)
9. Being a necessary party to lawsuits brought by property owners concerning appraisals.
10. Approving the appointment of the Agricultural Advisory Board.
11. Appointing the members of the Appraisal Review Board and increasing the size of said Board's membership when necessary.
12. Administering the district office in any other manner required by law.
13. Biennially develop a written plan for the periodic reappraisal of all property within the district's boundaries.

The Board members may not receive compensation for service on the board, but are entitled to reimbursement of actual and necessary expenses.

The Board of Directors has no responsibility for setting tax rates, appraising property, adjusting appraisals, granting or denying exemptions, or any other matter directly affecting the value of property.

## **DUTIES – CHIEF APPRAISER**

1. Serve as chief administrative officer of the district.
2. Establish and maintain an effective working relationship with the chief administrators and governing bodies of participating jurisdictions and with all state agencies.
3. Attend all meetings of the Board of Directors unless excused by the board, and shall act as the chief professional advisor to the Board of Directors in all matters pertaining to the organization and operation of the District office.
4. Hire all employees of the district as provided for in the current budget.
5. Prescribe the records and reports to be kept by the Appraisal District employees and shall have prepared and supplied to them the proper forms for such records and reports.
6. Prescribe such rules and regulations as Administrative Policy that are necessary for the administration and control of the district, provided such rules are not in conflict with or covered by policies and rules of the Board.
7. Meet with chief administrators and the governing bodies of all participating jurisdictions to determine the needs and requirements of these jurisdictions. Report to the Board on these meetings with the jurisdictions, with any recommendations as needs may arise.
8. Keep abreast of the appraisal process throughout the state. To this end, he/she is expected to visit other districts of recognized standing and to keep in close contact with appraisal and assessing organizations and meetings of the state. He/she shall be entitled to reimbursement for expenses incurred in attendance at meetings of recognized professional organizations and other such meetings as he/she may be authorized to attend.
9. Delegate to employees of the District authority and responsibility for various functions necessary for the operation of the District, but be responsible to the Board for the results produced.
10. Arrange for a factual public relations program to be channeled through the newspapers, radio stations, public meetings and any other source to bring items of interest to the attention of the tax paying public.
11. Present to the Board a proposed budget for the following tax year according to Section 6.06 of the Texas Property Tax Code.
12. Be custodian of the proceedings and records of the Board, which shall be the property of the District and shall be open to inspection upon request by any citizen during regular office hours.

13. Shall contract with reputable firms, with Board approval, for any services that the District may have.
14. Be responsible for the supervision and approval of all contracted services that the District may have.
15. Appoint an Agricultural Appraisal Advisory Board, as outlined in Section 6.12 of the Texas Property Tax Code, with consent of the Board of Directors and with meetings no less than three times annually.
16. Assume and be responsible for any and all other duties as may be prescribed by law or assigned by the Board.

## **BUDGET**

The Chief Appraiser shall prepare a comprehensive proposed budget for the operation of the Appraisal District for the following year and present said budget to the Board of Directors for their consideration and recommendation. Copies of this budget shall be presented to each participating jurisdiction no later than June 15 of each year.

The Budget shall be prepared in compliance with Section 6.06 of the Texas Property Tax Code and all dates specified in this section will be observed.

Publication of the Budget in compliance with Section 6.062 of the Texas Property Tax Code shall be observed.

The District budget is to be adopted by the Board of Directors no later than September 15 of each year.

Once this budget is adopted it may be amended at any time by the Board of Directors by following the procedures contained in Section 6.06 of the Texas Property Tax Code.

## **SALARY SCHEDULES**

The Chief Appraiser shall submit proposed salary schedules to the Board of Directors no later than the regular board meeting in May of each year so they may be approved prior to the time the proposed budget is distributed to the Board and taxing jurisdictions.

## **QUORUM**

A majority of the Board of Directors shall constitute a quorum for the transaction of business. The County Tax Assessor-Collector is a non-voting member of the Board, and does constitute part of a quorum of the Board.

The Tax Assessor-Collector is a non-voting member of the Board and shall have full privileges allowed by law which allows making and seconding motions.

*(Revised by Board January 21, 2003)*

## **RULES OF ORDER**

Meetings of the Board of Directors for the Lavaca County Central Appraisal District shall be governed by Roberts Rules of Order.

## **AUTHORITY OF BOARD OF DIRECTORS**

Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement except when such statement or action is in pursuance of specific instructions of the Board.

## **TRANSACTING BUSINESS**

The Board of Directors can transact business that is binding on the Lavaca County Central Appraisal District only when it is legally in session, has a quorum present, and minutes are kept. Except in special circumstances, all business shall be transacted at regular meetings.

Special meetings may be called by the Chairman of the Board by notifying all members, stating to them the purpose, time and place of the meeting and posting the proper 72 hour notice.

Emergency meetings may be called by the Chairman of the Board the same as special meeting except that only a 4 hour notice is required.

## **OPEN MEETINGS**

All meetings, Regular, Special or Emergency, of the Board of Directors of the Lavaca County Central Appraisal District, where any official action will be taken, shall be open to the public, as outlined in the Texas Government Code, Section 552.001 Open Meetings Act. Executive Sessions are outlined in Sections 551.071 – 551.084.

When posted on the agenda and deemed necessary by the Chairman of the Board, an executive session may be called to discuss any item covered under an executive session.

## **EXECUTIVE SESSION**

Executive Sessions of the Board of Directors will be permitted, where allowed by law, to discuss:

1. Private Consultation with Legal Counsel on any or all subjects or matters authorized by law.
2. Purchase, exchange, lease or value of real property.
3. Appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Board members and District personnel present at an executive session will treat in a confidential way all statements or opinions voiced by those present and every detail of discussion, which takes place at the meeting. Prepared statements may be released to the media when the Board deems it necessary and advisable.

Any action taken by the Board must be done in open meeting and is a matter of public record and are available to any citizen who wishes to examine them.

The Board of Directors, as adopted at the November 16, 1987 regular meeting, shall complete a certified agenda describing a true and accurate account of the proceedings of each executive session/closed meeting held by the Board of Directors, following each executive session.

## **REGULAR BOARD MEETING**

The Board of Directors of the Lavaca County Central Appraisal District shall meet regularly on the second Wednesday of each month at 3:30 p.m. in the Appraisal District office located at 113 North Main Street, Hallettsville, Texas, or any other location as indicated by the Chairman of the Board. *(Revised 12/8/2008)*

## **SPECIAL BOARD MEETING**

Special meetings of the Board shall be called by the Chairman of the Board when in his/her opinion it is necessary or when requested by any two members of the Board of Directors. No business shall be transacted at any special meeting of the Board which does not come within the purpose set forth in the call for the meeting.

Special meetings that are called for the purpose of an executive session to discuss personnel or legal matters when official action will not be taken do not have to be open to the public.

## **EMERGENCY MEETING**

Emergency meetings of the Board shall be called by the Chairman of the Board only in situations that can have an immediate adverse affect on the operation of the District.

## **REQUEST FROM CITIZENS TO ADDRESS THE BOARD**

The Board shall welcome the advice and counsel of citizen groups, governing bodies of the local taxing jurisdictions, and interested persons in the planning and operation of the Appraisal District. Constructive criticism and advice is always welcome. All citizens who wish to address the Board on any subject that is posted on the agenda are welcome to do so at the discretion of the Chairman of the Board. Each speaker addressing the Board is limited to 5 minutes. Each speaker must state their name and nature of comments. The time limit may be extended at the discretion of the moderator. (*Revised 1-9-06*)

Any citizen or group of citizens wishing to address the Board on any item for action by the Board that is not a regular agenda item must comply with the following procedures in order that the item may be placed on the agenda and properly posted:

1. Request for item to be placed on agenda must be in writing and details given as to the subject.
2. Request must be received by the Chief Appraiser at least seven (7) days prior to the time of the Board meeting. (*Revised 1-9-06*)

The Board may take action only on those items that are on the agenda and have been properly posted.

## **PUBLIC ACCESS POLICIES FOR APPRAISAL DISTRICT** **MEETINGS**

A reasonable period of time at each meeting of the Appraisal District Board of Directors shall be provided for public comments on appraisal district and appraisal review board policies and procedures. The periods of time shall be determined at the discretion of the Chairman of the Board of Directors at each meeting. (Section 6.04(d) of the Texas Property Tax Code) (*Revised 1-9-06*)

The following policies are adopted to provide public access to the Board of Directors for purposes of testimony at public meetings concerning appraisal district and appraisal review board policies and procedures, as well as any matter over which the Board of Directors has responsibility:

1. 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 should indicate any special assistance or arrangements required to make the presentation to the Board possible
2. The Chief Appraiser shall appoint at least one bilingual person in the county to serve as an interpreter. An interpreter shall attend any meeting of the Board of Directors in which non-English speaking person is scheduled to testify and shall be paid a per diem amount equal to that paid to members of the Appraisal Review Board.
3. The Chief Appraiser shall coordinate with the area service council of the Texas Commission for the Deaf in obtaining services and shall appoint an interpreter to attend any meeting of the Board of Directors in which a deaf person is scheduled to testify. The interpreter shall be paid a per diem amount equal to that paid to members of the Appraisal Review Board.
4. The Chief Appraiser shall coordinate with the Texas Rehabilitation Commission, the United Way, and other public and private agencies with regional offices, to provide proper arrangements for public forums, to include the correct placement of microphones, sufficient area for wheelchairs and other mobility aides, and any other matter which would assist in improved access to the Board of Directors in a public hearing.
5. Meetings of the Board of Directors for which written notice has been given from persons requiring barrier free access shall be conducted in public buildings complying with the standards and specifications adopted by the State Purchasing and General Services Commission. If no barrier-free public buildings are available in the district, the Chief Appraiser shall make arrangements for temporary wheelchair ramps to be available, as well as other physical aides for persons with disabilities.

**ADDENDUM TO:**  
**PUBLIC ACCESS POLICIES FOR APPRAISAL DISTRICT**  
**MEETINGS**

Paragraph 2, Section 2 and 3 provide for the appointment of interpreters for individuals who wish to attend a meeting of the Board.

The following interpreters may be contacted for services to hire as needed:

Bilingual: Irene Matula  
240 County Road 129  
Hallettsville, TX 77964-5558  
(361) 798-2429

Deaf/Blind: Texas Rehabilitation Commission  
(361) 578-1594  
(List of interpreters available upon request)

Texas Commission for the Blind  
(361) 575-2352

Region III Service Center  
(361) 573-0731

## **AGENDA PREPARATION AND DISTRIBUTION**

The Chief Appraiser shall be responsible for the preparation of the agenda for all board meetings.

Any Board member wishing to have an item placed on the agenda may do so by contacting the Chief Appraiser prior to the time the agenda is signed and posted. The agenda will be prepared seven (4) days prior to the Monday Board meeting.

Any member of the community or any taxing jurisdiction may submit items for consideration by the Board of Directors of the Lavaca County Central Appraisal District by doing so in writing no later than four (4) days prior to the Board meeting. Any item received after this time will be held until the next regular board meeting unless it is an emergency matter.

All requests for items to be placed on the agenda must be in writing with supporting information. (*Revised 1-9-06*)

## **NOTICE OF BOARD MEETINGS**

The Chief Appraiser shall be responsible for giving all notices required by Texas law for all meetings of the Board of Directors.

## **MINUTES OF THE BOARD MEETINGS**

The Chief Appraiser shall be responsible to see that complete, accurate and legal minutes are taken at all meetings of the Board of Directors of the Lavaca County Central Appraisal District.

The official minutes of these meetings shall be kept in the office of the Chief Appraiser. The Board of Directors will hold the Chief appraiser responsible for the safety and availability of the Board minutes.

## **DISBURSEMENT OF FUNDS**

All checks issued by the Lavaca County Central Appraisal District, other than payroll checks, must be accompanied by a voucher signed by the Chief Appraiser and by a statement or invoice from the vendor.

All accounts payable checks require two signatures before being valid. The Chief Appraiser, Chairman of the Board, Secretary of the Board, and a designated member of the Board are authorized to sign Appraisal District checks and any two of these signatures are permissible.

All payroll checks require one signature as authorized by the Board.

## **FISCAL YEAR**

The Fiscal Year for the Lavaca County Central Appraisal District shall be the calendar year beginning on January 1 and ending on December 31 of each year.

## **FINANCING OF THE APPRAISAL DISTRICT**

The participating jurisdictions in the Appraisal District will pay their portion of the cost of operating the District as set out in the Texas Property Tax Code (the portion due from each jurisdiction will be calculated on their portion of the total tax levy of all jurisdictions participating in the Appraisal District).

The jurisdictions participating in the Appraisal District that do not have a vote in the election of the Board of Directors must also pay their portion of the cost of operations.

Any additional services other than the appraisal of property and the furnishing of an appraisal roll to each jurisdiction will be paid for at the actual cost by the jurisdiction requesting the service.

Payments from the participating jurisdictions will be made prior to January 1 of each year and then on the first month of each calendar quarter unless other arrangements have been made with the Chief Appraiser and the Board of Directors for the Appraisal District.

## **PUBLIC REQUESTS FOR DOCUMENTS**

The Chief Appraiser is hereby designated the custodian of all records, documents, writing, letters, memoranda, or other written, typed, copied or developed materials possessed, assembled or maintained by the Lavaca County Central Appraisal District.

1. All requests for public information are to be forwarded to the Chief Appraiser immediately upon receipt. The request shall be in writing and will become a part of the permanent file.
2. The Chief Appraiser shall thereupon make a determination as to whether or not the information requested is public in nature.
  - a. If he finds the information to be public in nature, he shall direct that it be released for reproduction on the premises.
    - 1) The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.
    - 2) If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it's becoming available.
  - b. If he finds the Information not to be public in nature, he shall so inform the requesting party and shall for no reason release such information.

A list of those persons requesting confidential information will be presented to the Board of Directors.

## **BANK DEPOSITORY**

The Appraisal District shall accept bids from the banks located within Lavaca County in November of each odd numbered year in order to select a depository for district funds for the following two year period, beginning on January 1 of each even number year.

## **APPRAISAL REVIEW BOARD**

The Appraisal Review Board for the Lavaca County Central Appraisal District will consist of (5) five members. *(Revised by Board December 9, 2002)*

The Board of Directors for the Lavaca County Central Appraisal District will appoint new members to the Appraisal Review Board to replace those members leaving the Appraisal Review Board at the December regular meeting to take office on January 1.

Appraisal Review Board members are required to file a "Statement of Officer" with the Secretary of State and Sign an Oath of Office at the first meeting of the new year. At any time during the year it can become necessary for the Board to appoint one or more members of the Appraisal Review Board when necessary due to resignations.

The members of the Appraisal Review Board are to be compensated by a per diem and mileage rate set by the Lavaca County Central Appraisal District Board of Directors.

Appointees are to be individuals who have resided in the County for a period of at least two years. Eligibility requirements set forth in section 6.412 of the Texas Property Tax Code are to be upheld.

### **TEMPORARY REPLACEMENT OF APPRAISAL REVIEW BOARD MEMBERS**

The Board of Directors of the Lavaca County Central Appraisal District will appoint temporary replacements to the Appraisal Review Board for members who have communicated with another person on a hearing outside the scheduled hearing, pursuant to Section 41.66 of the Property Tax Code. The appointments will be made at the next regular Board of Directors meeting after violation occurs.

All rights and powers which apply to regular Appraisal Review Board members also apply to the replacements, who shall serve for an appointed hearing.

### **AMENDMENTS**

Any changes in the Board Policies adopted by the Board of Directors may be changed, deleted or additional policies added at any Board meeting when the item has been included on the agenda and properly posted.

### **EXPENSES FOR BOARD OF DIRECTORS AND APPRAISAL REVIEW BOARD MEMBERS**

As provided for in Section 6.04(c) of the Texas Property Tax Code, members of the Board of Directors are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties as provided for by the current budget. Any expenses incurred other than those incurred in the regular performance of Board duties, must be at the direction of and approved by the Board of Directors.

As provided for in Section 6.42(c) of the Texas Property Tax Code, members of the Appraisal Review Board are entitled to a per diem as set by the Lavaca County Central Appraisal District Budget for each day the Board meets and to actual and necessary expenses in the performance of Board functions. Any expenses incurred other than those for meetings of the Board must be at the direction of and approved by the Board of Directors.

## **PUBLIC COMPLAINTS POLICY**

The Board of Directors shall prepare information of public interest describing 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. Such information is as follows:

1. If any member of the public wishes to file a complaint with the Board of Directors concerning the operations of the Appraisal office or any other function over which the board has responsibility, he or she may do so. Written correspondence to the chairman of the Board outlining the complaint should be delivered to the Chief Appraiser of the District at the Appraisal District office.
2. The Chief Appraiser will transmit copies of all such correspondence to members of the Board of Directors. The issues raised in such complaints or commentary will be discussed by the Board at the next scheduled public meeting and public testimony will be invited.
3. Pursuant to Section 6.04(g), Texas Property Tax Code, the Board of Directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition of the matter, unless notice would jeopardize an undercover investigation.

## **SMOKE-FREE ENVIRONMENT**

The Board of Directors has designated the Lavaca County Central Appraisal District office as a smoke-free and tobacco free environment. No smoking or chewing tobacco is permitted on the premises.

## **CARRYING OF CONCEALED HANDGUNS**

The Board of Directors prohibits person(s) who are licensed to carry from carrying a concealed handgun on the premises of the Lavaca County Central Appraisal District. A sign will be posted at the entrance of the Appraisal District Office.

## **PAYMENT OF ATTORNEY'S FEES AND JUDGEMENT DAMAGES INCURRED IN LITIGATION ARISING FROM PERFORMANCE OF OFFICIAL DUTIES**

This provision is applicable to the following personnel associated with the Lavaca County Appraisal District:

- Members of the Appraisal District Board of Directors
- Members of the Appraisal Review Board
- The Chief Appraiser
- All Employees of the District, including temporary or part-time employees
- All members of the Agricultural Advisory Board and other advisory personnel

Should any of the above personnel involuntarily become a Defendant in any civil litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Lavaca County Appraisal District to assume liability for, and to pay each affected person's attorneys' fees incurred in defending said litigation, but only to the extent the accused person or conduct is not covered by insurance. These attorneys' fees shall be determined and paid pursuant to the District's policy for paying attorneys' fees generally.

It shall further be the policy of the District that immediately upon being notified that litigation has been instigated against a District representative, the Chief Appraiser shall inform all insurance carriers of the situation and determine as soon as possible (1) whether coverage exists (2) whether the coverage includes both potential damages and attorneys' fees, (3) whether a deductible amount must be incurred before coverage will lie, and if so, how much; and (4) the limits of coverage. If it is determined that insurance coverage does not exist in full or in part, or is denied entirely, the selection of the attorney who will defend affected personnel shall be left wholly to the discretion of the Appraisal District Board of Directors.

In addition, should any judgment for money damages be finally rendered against any of the above personnel as a result of said litigation brought against them pursuant to the

performance of their official duties, it shall be the policy of the Lavaca County Appraisal District to assume liability for, and to pay all judgment amounts rendered against the affected person (s) which are not covered by insurance.

Finally, should any of the above personnel involuntarily become a Defendant in any criminal litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Lavaca County Appraisal District to assume liability for, and to pay each affected person's attorneys' fees incurred in defending said litigation to the extent allowed by law, but only to the extent the accused person or conduct is not covered by insurance. *(Policy Adopted by Resolution BOD 2-11-2008)*