

# Haskell County Appraisal Review Board Locally Adopted Policies

(as an addendum to the Texas Comptroller's Model Hearing Procedures)

A. The Appraisal Review Board will allow 20 minutes per protest hearing.

B. Procedures for Telephone Hearings:

a. A property owner wishing to appear for a hearing by telephone conference call must:

- i. Notify the Appraisal Review Board (ARB) in writing not later than the tenth day before the date of the hearing; and
- ii. provide any evidence in the form of an affidavit filed before the hearing begins.

b. The property owner should call **(940) 864-3805** approximately five minutes before the hearing is scheduled to start.

c. When the owner's call is answered, the ARB Chairman will advise the owner that the hearing testimony will be recorded and attached to property identification number of the protested property, which will be subject to Texas Open Meeting requests.

i. If the ARB is not available to hold the hearing right away, the ARB member or staff member answering the call will advise the property owner that the owner may be placed on hold or explain that the ARB will call the owner back when a panel is available. If the ARB cannot reach the owner, the owner will forfeit the opportunity to participate in the hearing by telephone.

d. The property owner is responsible for ensuring a clear connection from his/her end of the telephone connection;

i. The property owner should use a land-line telephone or, if the owner uses a cell phone, he/she should call from a place with a strong, reliable connection to a cellular network. A property using a VOIP telephone should ensure that the Internet connection is fast enough to provide clear transmission of sound without buffering.

ii. The owner should separate himself/herself from background noises like televisions and barking dogs, noises that might interfere with the panel's ability to hear and understand the owner.

iii. If a call is dropped or if the property owner's speech is garbled or indecipherable, the ARB panel may terminate the call and make an attempt to reestablish a connection with property owner or wait for the property owner to call again. If the connection cannot be reestablished in a reasonable amount of time, the panel will proceed with the hearing and owner will have no further opportunity to participate in the hearing by telephone.

e. A property owner may not offer evidence by telephone. Evidence includes facts and opinions. The owner may comment on evidence that is presented through an

affidavit or by the Appraisal District. Panel members will not ask a property owner to present evidence by telephone. The property owner is responsible for providing access to another person that the owner invites to participate in the hearing.

C. Appraisal Review Board Evidence Exchange and Retention and Audiovisual Equipment Requirements

- a. Exchange of Evidence. Before or immediately after an appraisal review board hearing begins, the appraisal district and the property owner or the owner's agent shall each provide the other party with a duplicated set of the evidentiary materials the person intends to offer or submit to the appraisal review board for consideration at the hearing.
- b. Evidentiary materials on a portable device. Evidentiary materials produced on a portable electronic device shall be saved in a file format type and downloaded to a small, portable, electronic device. Acceptable portable devices include USB flash drives or CDs.
- c. File format types that are considered acceptable include but are not limited to Adobe portable document format (PDF), Microsoft Word, Excel, or PowerPoint, JPEG (.jpg or .jpeg) for photos.
- d. Haskell County Appraisal District will not utilize audiovisual equipment at ARB hearings. Property owners and their agents may provide their own audiovisual equipment for their presentation but must provide their own internet access, if needed, through their own service provider.
- e. Property owners and their agents may not access the appraisal district office's technology or equipment.

D. The Appraisal Review Board has a 5-member Board. The Appraisal Review Board shall have 3 members present to make a quorum.

E. Abusive language or conduct will not be tolerated at any time by the Appraisal Review Board.

F. Any type of argument or loud vocal exchange between the protesting party and the appraiser will not be tolerated by the Appraisal Review Board.

G. The Appraisal Review Board may not be crossed-examined any time during a protest hearing.

H. Protestors have 30 days to file a protest with the Haskell County Appraisal District after the notice of appraised values has been mailed. The Appraisal Review Board shall not accept any late filed protest.

I. Property owners/agents will be allotted a 10-minute grace period once the scheduled start time begins for late arrival or telephone hearing. After the grace period, the protest will be marked a “No Show”.

J. The Appraisal Review Board will grant only one postponement/reschedule to the property owner/agent per case. The Appraisal Review Board will retain the right to amend this procedure if they determine that extraordinary circumstances have existed that would require additional postponements or re-scheduling.

K. The Appraisal Review Board will determine the hours that the board will meet and follow the requirements of the Open Meetings Law in publicizing such dates that the Board will be in session.

L. The Appraisal Review Board on a Majority vote may alter these hours as might be necessary for unseen circumstances.

M. It is understood that the Appraisal Review Board will at all times adhere to any or all state statutes concerning the actions of the Appraisal Review Board.

N. A copy of these rules and regulations as adopted by the Appraisal Review Board shall be kept in the Haskell County Appraisal District office at all times. These rules and regulations thus being available for public inspection.

O. The Haskell County Appraisal Review Board will comply with all requirements of the State Property Tax Code.

P. The above stated rules of the Appraisal Review Board may be amended, upgraded, added to, deleted, or changed in any needed manner as deemed necessary by the Appraisal Review Board on a simple majority vote of said Appraisal Review Board. This action to be taken during a regular meeting of the Appraisal Review Board.