



## Board of Directors Functions & Public Access

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The board of directors is the governing body of the appraisal district. The board is made up of five members that are selected by the taxing units that have territory in Bosque County. The county tax assessor/collector serves as a sixth member of the board.

### **What is the purpose of the district's board of directors?**

The primary responsibilities of the Board of Directors are to:

- Establish the appraisal district's appraisal office;
- Adopt the district's annual operating budget;
- Contract for necessary services;
- Hire a chief appraiser; and,
- Make general policy on the appraisal district's operations.

### **Can the Board help me get my value changed?**

The Board of Directors has no jurisdiction over the value placed upon a property by the Chief Appraiser. If a property owner has some complaint about the appraisal of their property in a particular

year, they should discuss that problem with the Appraisal District's staff or file a formal protest before the Appraisal Review Board. The Appraisal Review Board is Responsible for hearing and resolving protests from property owners concerning the appraisal of their properties.

### **When does the Board of Directors meet?**

The Bosque BOD typically conducts its regular meeting on the third Thursday of the month, at least quarterly.

### **How do I know when the BOD is meeting?**

Meetings of the BOD are subject to the Open Meetings Laws and agendas must be posted at least 72 hours prior to the board's meeting. Agendas for these meetings are filed in the Bosque County Clerk's office and posted with other public notices at the county courthouse as well as on the front door of the appraisal district

### **What do I do if I have a complaint about an action taken by the district or of the district's employees?**

You should first communicate with the chief appraiser about it. The chief appraiser will investigate your complaint and respond back to you in writing regarding the complaint. If you are still unhappy about the chief appraiser's handling of the situation, you may express your complaint before the board at one of its regular meetings. Time is allotted on the agenda for public comments.

### **How do I handle complaints against the Chief Appraiser?**

All complaints regarding the Chief Appraiser should be directed to the chairman of the board in writing. The chairman will investigate the complaint and make the BOD aware of it.

### **Do I have the same opportunity to complain about the ARB or BOD?**

Yes. You should direct all of your complaints in writing to the chairman of the BOD. The chairman will cause the matter to be investigated further and brought to the attention of the BOD.

### **What do I do if I need special assistance or an interpreter?**

If you are disabled or need special assistance or if you need an interpreter, those needs will be provided if you make your request known two business days before the board meeting. You may make your request known by contacting the chief appraiser by phone or by letter.

### **How do I communicate with the BOD?**

If you wish to address the board, you may do so at a regular meeting of the board. A portion of each meeting is set aside for public comments.

If your topic requires action of the board, the chairman will cause the item to be placed on an agenda for a future meeting.

You should address the letters to the chairman of the BOD and mail (or deliver) it to the appraisal district at:

**Bosque Central Appraisal District**  
9293 Hwy 6 / P.O. Box 393  
Meridian, TX 76665-0393  
Phone: 254-435-2304  
Fax: 254-435-6139  
**Email:** [feedback@bosquecad.com](mailto:feedback@bosquecad.com)