

**APPRAISAL REVIEW BOARD (ARB)
OF DENTON COUNTY
BY-LAWS AND RULES OF DECORUM("BY LAWS")**


BY-LAWS

- 1.0 The offices of Chair and Secretary will be selected prior to the end of the calendar year by the Administrative District Judge(Judge) after recommendations of the ARB in accordance with its Nomination, Election and Appointment of ARB Officers policy. The Judge has the option of accepting or rejecting said recommendation of the ARB. The office of Vice Chair will be selected by the nomination and majority vote of those members if the ARB present and voting. The positions of Chair, Vice Chair, and Secretary require a minimum of one year of service with the ARB.
- 1.1 The Chair will preside over the meetings of the ARB and perform such other responsibilities required by the By Laws, Local Hearing Procedures or the laws of the State of Texas.
- 1.2 The Vice-Chair will perform the duties and responsibilities of the Chair in his/her absence.
- 1.3 The Secretary will be responsible for overseeing the keeping of minutes and all records of the ARB, for determining that all notices by the ARB are sent in accordance with the law, and for receiving and recording all notices of appeal filed by property owners. The Secretary shall also be responsible for compliance with the notice provisions of the Open Meetings Act. The Secretary may delegate any of the above responsibilities to members of the DCAD staff provided by the chief appraiser for that purpose. The Secretary will perform such other duties as required by these By Laws, Local Hearing Procedures, and Laws of the State of Texas.
- 1.4 The ARB shall be governed by Robert's Rules of Order in all matters except where they are in conflict with, and therefore overridden by, these By Laws, Local Hearing Procedures, and Laws of the State of Texas.
- 1.5 A copy of these By Laws, Local Hearing Procedures, and Model Hearing Procedures for Appraisal Review Boards, will be posted in a prominent place in the room in which the hearing is being held..
- 1.6 The ARB will conduct hearings and/or meetings in accordance with Texas Tax Code [Tex. Prop. Tax Code Sec. 6.42(b)].
- 1.7 The ARB shall provide for, as needed, evenings and after normal business hour hearings.
- 1.8 A majority of the ARB constitutes a quorum, excluding auxiliary members.
- 1.9 All ARB members are required to complete all training required by the State of Texas or the ARB Chair.

LOCAL RULES OF DECORUM

- 2.0 All ARB members are expected to dress business casual attire subject to the following guidelines:
 - a. Tops – T-shirts and sweatshirts are not acceptable. Shirts with slogans and images are not allowed. Logos have to be less than two square inches in size.
 - b. Leg Wear – Pants, Capri pants, Skirts and Dresses are permitted. Denim (any color), cargo pants, jeans, and sweatpants are not acceptable..
 - c. Foot Wear – Athletic shoes other than black are not permitted.
- 2.1 ARB members are subject to the attendance policy as set by the ARB.
- 2.2 ARB members, should the need arise, are to be available beyond the usual business hours (8am-5pm) to fulfill their duties and accommodate property owners or their agents. Should an ARB member have to come in late or leave early before the day's hearings are completed, they are required to advise the Chair to receive permission.

Adopted and Approved on this 9 day of June, 2020


Chair, Denton Appraisal Review Board


Secretary, Denton Appraisal Review Board