

Application to Fill Vacancy on Bexar Central Appraisal District Board of Directors

The vacant term expires on December 31, 2026. The appointed member must timely file with the Bexar County Elections Department should they wish to be placed on the ballot for the following term. Contact the Bexar County Elections Department at 210-335-8683 for more information regarding the November 2026 election.

Full Name <i>(First, Middle, Last)</i>	
Permanent Residence Address <i>(include City, State, Zip Code)</i>	Length of residency in Bexar County
Mailing Address <i>(if different from Residence Address)</i>	
Email Address	
Primary Telephone Number	Alternate Telephone Number

List all Owned Properties, including those owned by a LLC or DBA *(Additional pages may be attached)*

Are you over the age of 18? Yes No

Are you related to a Bexar Central Appraisal District employee or Board of Directors member by blood or marriage? *(Includes spouse, domestic partner, parents, children, grandparents, grandchildren, siblings, aunts and uncles, nieces and nephews, first and second cousins)* If yes, please list names:

_____ **Initial here** to confirm you meet the **Eligibility Requirements** as listed on the Page 2 of this application. The **Eligibility Requirements** page must have an original signature and is required when applying.

_____ **Initial here** to confirm you have read and understand the **Roles and Responsibilities of the Bexar Central Appraisal District Board of Directors** as listed on Page 3 of this application. The **Roles and Responsibilities** page must have an original signature and is required when applying.

Optional: Briefly state why you would like to serve on the Bexar Central Appraisal District Board of Directors *(Additional pages may be attached)*

I affirm that the information contained in this application and all attachments, if any, is accurate and complete to the best of my knowledge and belief. I further affirm that, to the best of my knowledge and belief, I am not disqualified by law from serving on the Bexar Central Appraisal District Board of Directors.

Signature

Date

Eligibility Requirements for the Bexar Central Appraisal District Board of Directors

To be eligible to serve on the Bexar Central Appraisal District Board of Directors, an individual must meet the following criteria.

Pursuant to the Texas Property Tax Code:

- 1) Be a resident of the district (county) and must have resided in the district (county) for at least two years immediately preceding the date the individual takes office
- 2) Is not an employee of a taxing unit that participates in the district, unless:
 - a. they are also a member of the governing body or an elected official of a taxing unit that participates in the district
- 3) Has not served as a member of the Board of Directors for all or part of five terms, unless:
 - a. the individual was the county-assessor collector at the time; or
 - b. the appraisal district is established in a county with a population of less than 120,000
- 4) Does not own property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
 - a. the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Texas Property Tax Code Section 33.02; or
 - b. a lawsuit to collect the delinquent taxes is deferred or abated under Texas Property Tax Code Section 33.06 or 33.065
- 5) Is not related within the second degree of consanguinity (blood) or affinity (marriage), as determined under Government Code, Chapter 573, to an individual who is engaged in the business of appraising property for compensation or of representing property owners for compensation in proceedings under the Texas Property Tax Code within Bexar County
- 6) Has not engaged in the business of appraising property for compensation or representing property owners for compensation in proceedings under the Texas Property Tax Code in Bexar County at any time for the preceding three years
- 7) Does not have a substantial interest in a business entity that is party to a contract, or the individual is a party to a contract with the district. This prohibition also applies to contracts with a taxing unit that participates in the district if the contract relates to the performance of an activity governed by Texas Property Tax Code Section 6.036(a). An individual has substantial business interest in a business if:
 - a. the combined ownership of the director and their spouse is at least 10% of the voting stock or shares of the business entity; or
 - b. the director or their spouse is a partner, limited partner or officer of the business entity

Pursuant to Texas Election Code 141.001 (except for 141.001(a)(5)):

- 1) Be a United States citizen
- 2) Be 18 years of age or older on the first day of term
- 3) Be a resident of Bexar County and must have resided in Bexar County for at least two years immediately preceding the date the individual takes office
- 4) Has not been determined by a final judgement of court exercising probate jurisdiction to be:
 - a. totally mentally incapacitated; or
 - b. partially mentally incapacitated without the right to vote
- 5) Has not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities
- 6) On the date described by Subdivision (5), must be registered to vote in Bexar County; and
- 7) Must satisfy any other eligibility requirements prescribed by law for the office

I confirm that I have read and understood the eligibility requirements for the Bexar Central Appraisal District Board of Directors.

Signature

Date

Roles and Responsibilities of the Bexar Central Appraisal District Board of Directors

The Bexar Central Appraisal District Board of Directors meets on the second Monday of each month, as needed, at the Bexar Central Appraisal District office. Meetings are held at 1:30 pm, with the last meeting of every quarter at 6 pm.

Board members should be committed to the following duties:

- 1) Duty of care: attend and actively participate in meetings and communicate with other board members and the chief appraiser
- 2) Duty of loyalty: embody the district's mission, and put aside personal and professional interest when acting on the district's behalf
- 3) Duty of obedience: follow the roles and responsibilities of appraisal district board members as prescribed by the Texas Property Tax Code and the Bexar Central Appraisal District Directors Manual

The required duties and authority of the Board of Directors are prescribed by the Texas Property Tax Code:

- 1) Establish the appraisal district office
- 2) Hire a chief appraiser
- 3) Appoint the taxpayer liaison officer
- 4) Appoint the appraisal review board
- 5) Adopt the district's biennial reappraisal plan
- 6) Adopt the district's annual operating budget
- 7) Complete required Attorney General Public Information Act and Open Meetings Act training courses within 90 days of taking office
- 8) Complete additional training as required by HB 148 (*details and availability pending*)

Board members should not directly or indirectly communicate with the chief appraiser on any matter relating to values of properties within the appraisal district, except in:

- 1) An open meeting of the board or another public forum
- 2) A closed meeting of the board held to consult with the board's attorney; or
- 3) A transmission to the chief appraiser without comment of a complaint by a property owner or taxing unit about the appraisal of a specific property in writing

I confirm that I have read and understood the roles and responsibilities for the Bexar Central Appraisal District Board of Directors.

Signature

Date