

Franklin CAD Policy for Access to the Board of Directors

Addressing the Board

All regular meetings of the Board of Directors are open to the public. The agenda for the order of business for all regular meetings shall include an agenda item to allow for communications from guests on any issue within the authority of the board. At each regularly scheduled board meeting, the chairman of the board shall announce that each person wishing to address the board on such policies, procedures or issues that falls under the jurisdiction of the board may have five (5) minutes in which to do so.

A person who wishes to address the Board must make a written request, stating in detail the subject to be presented, to the Chief Appraiser at least four (4) days prior to a scheduled board meeting. Items received four (4) days in advance of the day of the Board meeting will be placed on the agenda. The Board may act on subjects that have been properly posted as a part of the agenda or it may choose to seek additional information and delay a decision on items presented.

If a member of the public wishes to file a complaint with the Board of Directors concerning any function over which the board has responsibility, they may do so. Written correspondence addressed to the chairman of the board outlining the complaint should be delivered to the Chief Appraiser at the appraisal district office. The Chief Appraiser will provide 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. Pursuant to Section 6.04 (g), Property Tax Code, the Board of Directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition on the matter, unless notice would jeopardize an undercover investigation.

Citizen Communications

Individuals who do not speak English or are hearing impaired are encouraged to contact the FCAD office at least two (2) business days in advance of their presentation so that arrangements can be made to provide an interpreter if one is available. The person must indicate that he/she desires to address the board and is unable to provide an interpreter. [Sec.6.04(e), Property Tax code]

Access To the Disabled

In accordance with the Elimination of Architectural Barriers Act of Texas, the FCAD office is architecturally designed to allow access by the physically handicapped. Persons in need of assistance in accessing board meetings (Board of Directors or Appraisal Review Board) are encouraged to contact the FCAD at least two (2) business days in advance of their presentation. The FCAD has provided the following for disabled persons:

- a. Parking spaces for the handicapped located directly in front of the entrance.
- b. Rest rooms accessible to and equipped for the handicapped.
- c. Access to all public areas of the district's office

Adopted this 22nd of May 2025



Chairman board of Directors



Secretary Board of Directors