

**THE ESTABLISHMENT OF THE FAYETTE COUNTY APPRAISAL DISTRICT  
AND  
COMPOSITION AND GENERAL DUTIES OF THE BOARD OF DIRECTORS**

The Fayette County Appraisal District (FCAD) was established and is governed by the Texas Property Tax Code. FCAD is responsible for appraising property within Fayette County for ad valorem tax purposes on behalf of each taxing unit that imposes ad valorem taxes on property in the district. FCAD is a political subdivision of the State and its boundaries are the same as Fayette County's boundaries; however FCAD and Fayette County are separate government entities.

Laws governing the operation and duties of FCAD are contained in the Texas Property Tax Code. Other laws and rules promulgated by the Property Tax Assistance Division, or the Comptroller of Public Accounts, pertaining to operation of the Appraisal District must also be obeyed and followed and supersede any policies the board of directors may have adopted.

**COMPOSITION AND APPOINTMENT OF THE BOARD OF DIRECTORS**

The Board of Directors of FCAD is appointed by the governing bodies of the taxing units in the district which are eligible to vote, namely: The County, School Districts, incorporated Cities and Towns which levy taxes. Special districts such as hospital, water and utility etc, are not entitled to vote.

The composition of the Board of Directors was designed to distribute representation throughout Fayette County. The units have the right to appoint Board members as follows:

Unit Name	Number of Members
Fayette County	3
La Grange ISD	3
City of La Grange	1
Schulenburg ISD	1
City of Schulenburg	1
Flatonia ISD	1
City of Flatonia	1
Round Top/Carmine ISD, Town of Round Top & City of Carmine	1
Fayetteville ISD & City of Fayetteville	1
<b>TOTAL NUMBER OF BOARD MEMBERS</b>	<b>13</b>

**TERM**

Members of the board serve two-year terms beginning on January 1 of even-numbered years.

**GENERAL DUTIES**

The Board of Directors shall provide for an appraisal district office and establish, through its policies, the goals of the appraisal district. The Board of Directors operates as the decision-making body on appraisal district operations. The Board of Directors shall hire a chief appraiser for the District and at a minimum annually evaluate the chief appraiser’s effectiveness and the effectiveness of the overall appraisal district operation. The Board of Directors shall perform its duties as required by the law and comply with statutory mandates by making policies within the law to govern the appraisal office. Such policies may be suggested by members of the Board, the Chief Appraiser, the member jurisdictions, or by the general public. Any suggested policy or any change in present policy shall be first submitted to the Chief Appraiser, who shall provide a recommendation regarding the policy to the board of directors as soon as practical.

Members of the Board shall have authority only when acting as a Board, legally in session. The Board of Directors shall not be bound in any way by any statement of a Board member except when such statement or action is in pursuance of specific instructions of the Board of Directors as reflected in a public vote.

### **OTHER DUTIES OF THE BOARD OF DIRECTORS**

The board:

1. The Board of Directors shall establish the goals and objectives for the upcoming year for the Chief Appraiser and approve such goals and objectives at the same time they approve the annual budget.
2. Requires and evaluates reports from the chief appraiser on the operations and financial status of the District;
3. Requires the development and adoption of district policies for the sound financial management of District funds;
4. Assists in presenting the needs and progress of the District to the public;
5. Considers and acts on policies for FCAD and the Appraisal Review Board;
6. Selects the District's legal counsel;
7. Approves contracts as required by law; and
8. Performs other duties as required to govern the District as permitted by law