

## Property Taxpayers' Bill of Rights

1. You have the right to equal and uniform taxation.
2. You have the right to ensure that your property is appraised uniformly with similar property in your county.
3. You have the right to have your property appraised according to generally accepted appraisal techniques and other requirements of law.
4. You have the right to receive exemptions or other tax relief for which you qualify and timely apply.
5. You have the right to notice of property value increases, exemption changes and estimated tax amounts.
6. You have the right to inspect non-confidential information used to appraise your property.
7. You have the right to protest your property's value and other appraisal matters to an appraisal review board composed of an impartial group of citizens in your community.
8. You have the right to appeal the appraisal review board's decision to district court in the county where the property is located.
9. You have the right to fair treatment by the appraisal district, the appraisal review board and the tax assessor-collector.
10. You have the right to voice your opinion at open public meetings about proposed tax rates and to ask questions of the governing body responsible for setting the rates.
11. You have the right to petition a local government to call an election to limit a tax increase in certain circumstances.
12. You have the right to receive a free copy of the pamphlet entitled Property Taxpayer Remedies published by the Texas Comptroller of Public Accounts.



## Gonzales County Appraisal District

## Public Access and Complaint Procedures

Gonzales County Appraisal District  
P.O. Box 867  
928 St. Paul Street  
Gonzales, Texas 78629

Telephone (830) 672-2879  
Facsimile (830) 672-8345

[www.gonzalescad.org](http://www.gonzalescad.org)

[gonzcad@gvec.net](mailto:gonzcad@gvec.net)

## **FUNCTIONS OF THE BOARD OF DIRECTORS**

The Gonzales County Appraisal District is governed by a six member Board of Directors selected by the taxing entities participating in the Appraisal District.

Board members select the Chief Appraiser, adopt the annual budget for the district and ensure that the district complies with policies and procedures required by law. The Board of Directors does not appraise property or make decisions affecting the appraisal records.

The statutory duties and jurisdiction of the Board of Directors involves:

- Adopting the annual budget for the district
- Contracting for necessary services
- Hiring the Chief Appraiser and assigning responsibilities to that position
- Making general policy regarding the operation of the appraisal district

## **PUBLIC ACCESS POLICY**

Any member of the public may request to be heard during a specific agenda item. Comments may not exceed 6 minutes.

A person requesting comment will provide the Board Secretary with the person's name and subject prior to the meeting.

Persons who do not speak English or who have physical, mental, or developmental disabilities shall be allowed to communicate through interpreters and shall be allowed all reasonable assistance in accessing any Board meeting and addressing the Board. Any such person desiring to appear before the Board must file a written request with the Chief Appraiser at least ten days prior to the next regularly scheduled meeting. The request should indicate any special assistance or arrangement required to make the presentation to the Board possible.

An attendee with specific knowledge or information may be called upon by a Board member or the Chief Appraiser to provide information during discussion.

## **PUBLIC COMPLAINT POLICY**

If any member of the public wishes to file a complaint with the Board of Directors concerning the operations of the Appraisal office or any other function over which the board has responsibility, he or she may do so.

Written correspondence to the chairperson of the Board outlining the complaint should be delivered to the Chief Appraiser of the District at the Appraisal District office.

The Chief Appraiser will transmit 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 and public testimony will be invited.

Pursuant to Section 6.04(g), Texas Property Tax Code, the Board of Directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition of the matter, unless notice would jeopardize and undercover investigation.