



MONTGOMERY CENTRAL APPRAISAL DISTRICT  
SHERRY C. HUNTER, RPA, CCA  
INTERIM CHIEF APPRAISER

## MONTGOMERY CENTRAL APPRAISAL DISTRICT



109 GLADSTELL ST., CONROE, TX 77301  
P.O. BOX 2233, CONROE, TX 77305  
936-756-3354 | [WWW.MCAD-TX.ORG](http://WWW.MCAD-TX.ORG)

City of Montgomery  
Mayor Byron Sanford  
101 Old Plantersville Rd  
Montgomery Texas 77316

November 21, 2024

Re: **REQUEST FOR NOMINATIONS FROM COUNTY, SCHOOL, AND CITY DISTRICTS FOR  
Montgomery Central Appraisal District's Board of Directors Election**

As a populous county, MCAD is now governed by Sec. 6.0301 of the Texas Property Tax Code. Pursuant to that section, the taxing units that participate in the District in the manner described in section 6.03 appoint five (5) members of the District's Board of Directors.

In accordance with the provisions in this section, each jurisdiction entitled to vote in the election of the Montgomery Central Appraisal District's Board of Directors may nominate a candidate for each of the five (5) positions to be filled.

To assist you in the nomination process, I am enclosing the eligibility requirements for a board member and a sample resolution. All nominations must be submitted to my attention **by resolution before January 17, 2025.**

Please include a brief biography with each nomination. These biographies will be sent with the Official Ballot to each voting jurisdiction to allow them to familiarize themselves with the qualifications and background of each candidate.

After the nomination period is closed, an Official Ballot will be mailed on or about **February 14, 2025.** Please schedule your agenda accordingly so you may participate in this election of the Board of Directors.

If you have any questions concerning the election, please contact me.

Sincerely,  
Sherry C. Hunter, RPA, CCA  
Interim Chief Appraiser

Enclosures: Eligibility Requirements for Director  
Resolution for Nomination

MOVING FORWARD TOGETHER  
Motivated, Credible, Accountable, and Dependable

2-ColSDCityLetter-Nominate.doc

# QUALIFICATIONS FOR AN APPRAISAL DISTRICT DIRECTOR

[Texas Property Tax Code 6.03]

To be eligible to serve on a board of directors, an individual must be a current resident of the appraisal district having resided in the appraisal district for at least two years immediately preceding the date of taking office. This residency requirement does not apply to a county TAC serving as a nonvoting director.

1st DEGREE	2nd DEGREE	3rd DEGREE
<p><b>By Consanguinity</b></p> <ul style="list-style-type: none"> <li>• Children</li> </ul> <p><b>By Affinity</b></p> <ul style="list-style-type: none"> <li>• Spouses of relatives listed under first degree consanguinity</li> <li>• Spouse</li> <li>• Spouse's parents</li> <li>• Spouse's children</li> <li>• Stepparents</li> <li>• Stepchildren</li> </ul>	<p><b>By Consanguinity</b></p> <ul style="list-style-type: none"> <li>• Grandparents</li> <li>• Grandchildren</li> <li>• Brothers &amp; sisters</li> </ul> <p><b>By Affinity</b></p> <ul style="list-style-type: none"> <li>• Spouses of relatives listed by second degree consanguinity</li> <li>• Spouse's grandparents</li> <li>• Spouse's grandchildren</li> <li>• Spouse's brothers &amp; sisters</li> </ul>	<p><b>By Consanguinity</b></p> <ul style="list-style-type: none"> <li>• Great grandparents</li> <li>• Great grandchildren</li> <li>• Nieces &amp; nephews</li> <li>• Aunts &amp; uncles</li> </ul> <p><b>By Affinity</b></p> <ul style="list-style-type: none"> <li>• No prohibitions</li> </ul>

A person is ineligible to serve on the board of directors if the individual is related within the second degree of consanguinity (blood) or affinity (marriage) to the following:

- \*an appraiser who appraises property for use in a proceeding under the Tax Code; or
- \*a person who represents property owners for compensation in proceedings under the Tax Code in the appraisal district

A director who continues to hold office knowing he or she is related in this manner to the above-named persons commits a Class B misdemeanor offense.

An employee of a taxing unit that participates in the appraisal district is not eligible to serve on the board of directors unless that individual also is a member of the taxing unit governing body or an elected official of a taxing unit.

Membership on the taxing unit governing body does not make an otherwise eligible individual ineligible to serve on the board of directors.

Owing delinquent property taxes disqualifies a person from serving on the board of directors.

The person is ineligible if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency. This disqualification does not apply if the person is paying the delinquent taxes and any penalties and interest under an installment payment agreement or has deferred or abated a suit to collect the delinquent taxes.

A person is ineligible to serve on the board of directors if the individual served as a member of the board of directors for all or part of five terms, unless they were a county assessor-collector at the time of service, or the appraisal district is established in a county with a population of less than 120,000.

A person who has appraised property for compensation for use in proceedings, represented property owners for compensation in proceedings in the appraisal district or was an appraisal district employee at any time within the preceding three years is ineligible to serve on the board of directors.

An individual is not eligible to be a candidate for, to be appointed to, or to serve on the board of directors if the individual has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the appraisal district. This prohibition also applies to contracts with a taxing unit that participates in the appraisal district if the contract relates to the performance of an activity governed by the Tax Code.

An appraisal district may not enter into a contract with a board member or with a business entity in which a board member has a substantial interest.

A taxing unit may not enter into a contract relating to the performance of an activity governed by the Tax Code with a board member in which the taxing unit participates or with a business entity in which a board member has a substantial interest.

An individual has substantial interest in a business entity if:

- the combined ownership of the director and the director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
- the director or director's spouse is a partner, limited partner or officer of the business entity.

STATE OF TEXAS

§

COUNTY OF MONTGOMERY

§

§

**RESOLUTION**

RESOLUTION SUBMITTING NOMINEE(S) AS CANDIDATE(S) FOR THE ELECTION OF THE MONTGOMERY CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS

**WHEREAS**, the \_\_\_\_\_ of Montgomery County Texas has been certified by the Chief Appraiser of the Montgomery Central Appraisal District as being eligible and entitled to nominate candidates to be placed on the county-wide ballot for the Montgomery Central Appraisal District's Board of Directors; and

**WHEREAS**, the \_\_\_\_\_ has considered such candidates;

**THEREFORE BE IT RESOLVED**, that the \_\_\_\_\_ of the \_\_\_\_\_ hereby nominates to the Montgomery Central Appraisal District's Board of Directors the following candidate(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PASSED AND APPROVED** this the \_\_\_\_\_, 2023.

\_\_\_\_\_  
s\ Title

ATTEST:

\_\_\_\_\_  
s\Title