

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Kristin Bulanek  
Elizabeth Day  
Tommy King  
John Luquette  
Patrick O'Day  
Gail Robinson  
George Sandars  
Susan Spoor  
Robert York-Westbrook

## CHIEF APPRAISER

Marcel Pierel III  
500 N. Chenango  
Angleton, Texas 77515  
979-849-7792  
Fax 979-849-7984

September 3, 2024

Ms. Lindsay Koskiniemi  
City Manager of Sweeny  
PO Box 248  
Sweeny, TX 77480

Dear Ms. Koskiniemi,

In reference to the selection of the Appraisal District Board of Directors, each voting taxing unit in Brazoria County nominates **by resolution**, up to five candidate(s) to fill the five (5) appointed positions of the Board of Directors. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2024**. (See Step 1 on Calendar)

Enclosed is a list of the current appointed board members with space to add different nominees if your board chooses to. (**Nominate up to a total of five candidates**)

Your 2023 total tax levy was **\$ 1,543,393**. This tax levy has entitled your taxing unit to **8** votes for the five (5) directors to be appointed to the Brazoria County Appraisal District.

The **voting process will begin before October 30, 2024** once all nominations have been received.

Please address all submissions to Marcel Pierel, Chief Appraiser, at the above address, or you may email submissions to [mpierel@brazoriacad.org](mailto:mpierel@brazoriacad.org) or fax to 979-849-7984.

Sincerely,



Marcel Pierel III  
Chief Appraiser

MP/td  
Enclosure

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## M E M O

To: All Voting Taxing Units  
From: Marcel Pierel III, Chief Appraiser  
Subject: 2024 Appointment of the Board of Directors For  
Years 2025  
Date: September 3, 2024

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Your taxing unit participates in appointing five members of the Brazoria County Appraisal District's Board of Directors.

The board is composed of three elected members and five appointed members whose terms expire December 31, 2024.

If the county assessor-collector is not appointed to the board, the county assessor-collector serves as an ex officio director.

This memorandum sets out the process of appointing directors for terms that begin January 1, 2025.

Section 6.03, Property Tax Code, establishes the selection process for Appraisal District Directors.

### **Selection Procedures**

The procedures for appointing members of the board of directors for the term that will begin on January 1, 2025 are as follows:

#### **Step 1 --- Nomination**

Before **October 15, 2024**, the voting units must **adopt a resolution nominating** up to **five** candidate(s) by formal action. The presiding officer of the voting unit must submit the nominees **name(s) and addresses** to the Chief Appraiser.

September 3, 2024

## **Step 2 -- Appointment of Board of Directors**

Before **October 30, 2024**, the Chief Appraiser will prepare and mail a ballot listing the nominees in alphabetical order by last name.

Before **December 15, 2024** each voting unit must cast its votes by **written resolution** from the ballot listing of nominees; naming two members to serve a 1-year term and three members to serve a 3-year term and the number of votes they wish to cast for each nominee and submit a certified copy to the Chief Appraiser.

**Ballots received by the Chief Appraiser after December 15, 2024 may not be counted.**

The Chief Appraiser will count the votes, declare the results, and notify all nominees and all taxing units of the results before December 31, 2024. If a tie occurs, the Chief Appraiser must solve it through any method of chance.

### **To assist you in this process, I have enclosed the following:**

1. A calendar that lays out the procedures and dates for conducting the 2024 appointment of the Board of Directors.
2. Letter showing the number of votes your entity is entitled to cast on the ballot after candidate nominations are received. (See October 30 on the appointment calendar).
3. A suggested form of resolution along with a form for the **nomination(s) of a candidate(s)** to the board of directors of the Brazoria County Appraisal District.

I would like to thank you in advance for your help in carrying out this important task and I invite your questions or comments on the board selection process. Please do not hesitate to call me.

Enclosures (3)

A handwritten signature in black ink, appearing to be 'M. P. J.', is located at the bottom of the page.

**BRAZORIA COUNTY APPRAISAL DISTRICT**  
**2024 BOARD OF DIRECTORS ELECTION CALENDAR**

**Before Oct. 1**  
**(Sep. 1, 2024)**

The chief appraiser notifies each voting taxing unit of the process for the election of the Board of Directors and the number of votes it is entitled to cast.

Each voting unit may nominate one candidate for each of the appointed positions to be filled. Since the board of directors consists of five appointed members, **the unit may nominate up to five candidates.**

**Before Oct. 15**

The presiding officer of the unit submits the **names and addresses** of the nominees **by written resolution** to the chief appraiser.

**Before Oct. 30**

The chief appraiser prepares and submits to each voting taxing unit a ballot listing the nominees alphabetically by each candidate's last name and provides the number of votes it may cast, with a resolution sample.

**Before Dec. 15**

Each voting unit cast votes for any of the candidates on the ballot and submits to the chief appraiser **by written resolution.** The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates.

**Before Dec. 31**

The chief appraiser counts the votes and certifies the five candidates who received the largest vote totals. The chief appraiser notifies all taxing units (voting and non-voting) and all nominated candidates of the outcome.

If a tie occurs, the Chief Appraiser must resolve it through any method of chance.

**BRAZORIA COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS ELECTION 2024**

**NOMINATIONS**

**PLEASE CHECK THE BOX NEXT TO YOUR NOMINEES**

**YOU MAY CHOOSE A TOTAL OF FIVE NOMINEES  
FROM CURRENT MEMBERS AND/OR NEW NOMINEES**

**CURRENT MEMBERS**

- |    |                          |                |
|----|--------------------------|----------------|
| 1. | <input type="checkbox"/> | Tommy King     |
| 2. | <input type="checkbox"/> | Patrick O'Day  |
| 3. | <input type="checkbox"/> | Gail Robinson  |
| 4. | <input type="checkbox"/> | George Sandars |
| 5. | <input type="checkbox"/> | Susan Spoor    |

**NEW NOMINEES/CANDIDATES IF YOU CHOOSE TO**  
**Please provide name and address for new nominees**

- |     |                          |       |
|-----|--------------------------|-------|
| 6.  | <input type="checkbox"/> | _____ |
| 7.  | <input type="checkbox"/> | _____ |
| 8.  | <input type="checkbox"/> | _____ |
| 9.  | <input type="checkbox"/> | _____ |
| 10. | <input type="checkbox"/> | _____ |

**PLEASE ATTACH YOUR RESOLUTION TO THIS FORM**

SUBMITTED BY: \_\_\_\_\_

VOTES ENTITLED TO: \_\_\_\_\_

VOTES CAST: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE \_\_\_\_\_  
OF THE \_\_\_\_\_**

**NOMINATING CANDIDATE(S) FOR A POSITION ON THE BOARD OF DIRECTORS OF  
THE BRAZORIA COUNTY APPRAISAL DISTRICT**

**WHEREAS**, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate up to five candidate(s) to fill the five (5) positions of the Board of Directors of the Brazoria County Appraisal District for a term of office commencing on January 1, 2025; and

**WHEREAS**, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

**BE IT RESOLVED BY THE \_\_\_\_\_  
OF THE \_\_\_\_\_ :**

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District.

- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2024.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary