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**Harris Central Appraisal District  
OFFICE OF CHIEF APPRAISER**

**TO:** Presiding Officers and/or Governing Bodies of Taxing Units Districts Served  
by the Harris Central Appraisal District

**FROM:** Roland Altinger, Chief Appraiser

**DATE:** August 7, 2025

**SUBJECT:** Nominations to fill a vacancy on the Harris Central Appraisal District  
Board of Directors caused by resignation of a Director

I am sending this letter to notify you that the Chairman of the Harris Central Appraisal District Board of Directors has informed me that there is a vacancy on the Harris Central Appraisal District board of directors due to resignation of director Cassandra Auzenne Bandy that took effect on July 31, 2025.

Section 6.0301 of the Texas Property Tax Code gives you the right to nominate a replacement by resolution of your governing body, to fill the vacancy and complete the term of former director, Cassandra Auzenne Bandy, which expires on December 31, 2027.

The resolution must be sent to the chief appraiser who will then distribute the list of nominees timely received from taxing units to the board of directors. The HCAD board of directors shall then, by majority vote, appoint a director to fill the vacancy from that list of nominees timely submitted by the taxing units.

This letter serves as formal notice of:

- Your right to nominate a candidate to fill the vacancy on the Board, and the process for doing so. For further details please see Exhibit "A" attached hereto.

**Your board will need to meet and complete this process of nominating a director to fill this vacancy so that you can deliver your nomination and resolution to the chief appraiser by 5 p.m. on September 22, 2025.**

Nominations and resolutions may be submitted:

- **By Regular Mail:**

Roland Altinger, Chief Appraiser  
P.O. Box 920975  
Houston, Texas 77292-0975

*Mark the envelope: "Nomination to Fill a Vacancy on HCAD Board of Directors."*

- **By Hand:**

Roland Altinger, Chief Appraiser  
13013 Northwest Freeway  
Houston, Texas 77040

*Mark the envelope: "Nomination to Fill a Vacancy on HCAD Board of Directors."*

- **By Email:**

[cguerra@hcad.org](mailto:cguerra@hcad.org)

Participating in this process gives you the best chance of having a voice in HCAD's operations. To assist you in this nominating process, a sample resolution for your nomination to fill the vacancy on the Board of Directors of the Harris Central Appraisal District is also attached.

Please do not hesitate to call me on (713) 957-5299 with any questions you may have.

Sincerely,



Roland Altinger, CAE, RPA, CTA  
Chief Appraiser

Attachments

CC: HCAD Board Members  
Attorneys

## **EXHIBIT "A"**

### **NOMINATING AND VOTING PROCESS TO FILL A VACANCY ON THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS**

The nominating and voting process to fill a vacancy of the board of directors due to the resignation of one of the directors is outlined below.

#### **Nomination Procedures**

All taxing units participating in the appraisal district under Section 6.03 may nominate a candidate to fill the vacancy and complete the term of a director who resigned from the board.

The presiding officer of a taxing unit's governing body must submit the name and the corresponding nominating resolution to the chief appraiser **by 5 p.m. on September 22, 2025.**

The list of nominees submitted to the chief appraiser will be given to HCAD's board of directors.

#### **Voting Procedures**

Pursuant to Section 6.0301(f), after the chief appraiser receives resolutions from taxing units containing the names of the nominated candidates to fill the vacancy on the board, the chief appraiser shall, within five days, send to the board of directors the list of the nominees. The board of directors shall then appoint by majority vote of its members one of the nominees timely submitted by the taxing units to fill the vacancy.

#### **Eligibility Requirements**

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. The board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals, except in: (1) an open meeting of the appraisal district board of directors or another public forum; or (2) a closed meeting of the board of directors held to consult with the board's attorney about pending litigation, in accordance with Tax Code Section 6.15.

There is no compensation for service on the appraisal district's board of directors; however, directors are reimbursed for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board. HCAD's Board of Directors typically meets once a month.

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the appraisal district's board of directors.

**Residency.** *The individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.*

**Employment.** An employee of a taxing unit served by the appraisal district may not serve on the board of directors, with one exception: an employee of a taxing unit may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee may be *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district's board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or representing property owners for compensation in proceedings under the Tax Code in the appraisal district at any time during the preceding three years.

**Conflict of Interest.** An individual may not serve on an appraisal district's board of directors if the individual is related, within the second degree by consanguinity (blood) or affinity (marriage), to a person who is in the business of appraising property or representing property owners for a fee in proceedings in the appraisal district; those relatives barred include: the individual's spouse, children, brothers, sisters, parents, grandparents, and grandchildren. The relatives of the individual's spouse in the same degree are also included.

An individual is not eligible to be a candidate for, to be appointed to, or to serve on the board of directors of, an appraisal district if the individual contracts with the appraisal district for any purpose or contracts with a taxing unit served by the district for a property tax-related purpose. The same rule applies to individuals who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). An individual has a substantial interest if the individual or the individual's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. An individual also has a substantial interest if the individual or the individual's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

Additionally, the appraisal district may not employ any person who is related to a member of the board of directors within the second degree by affinity or the third degree of consanguinity. This provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

**Delinquent taxes.** With limited exceptions, Texas law makes a person ineligible to serve as a member of the board of directors if he or she has delinquent property taxes owed to any taxing unit for more than 60 days after the person knew or should have known of the delinquency.

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

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF**

**NOMINATING A CANDIDATE TO FILL A VACANCY ON THE BOARD OF  
DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT**

WHEREAS, cities other than the City of Houston that are within Harris Central Appraisal District, have the right to nominate a candidate to fill a vacancy on the board of directors to complete the term of Cassandra Auzenne Bandy who resigned her position on the board of directors; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate on the Board of Directors to fill a vacancy on the board of directors for a term that will expire on December 31, 2027; and

WHEREAS the HCAD board of directors shall by majority vote appoint a new director from the list of nominees timely submitted by all taxing units to the chief appraiser; and now, therefore

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF**

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

Section 2. The (name) \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (address, Zip code) \_\_\_\_\_ (phone number)  
be, and he or she is hereby, nominated as a candidate for an appointed position to fill a vacancy that exists on the Board of Directors of the Harris Central Appraisal District whereby the candidate appointed to fill the vacancy shall be decided by a majority vote of the HCAD board of directors to complete the term that expires on December 31, 2027.

Section 3. That the presiding officer of the governing body of this taxing unit be, and 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 Harris Central Appraisal District **by 5 p.m. on September 22, 2025.**

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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

ATTEST:

\_\_\_\_\_  
Secretary