



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

TO: TO THE GOVERNING BODY AND/OR THE PRESIDING OFFICER OF

City of Tomball

SERVED BY THE HARRIS CENTRAL APPRAISAL DISTRICT

FROM: ROLAND ALTINGER, CHIEF APPRAISER

SUBJECT: VOTING BALLOT FOR THE ELECTION TO APPOINT FIVE (5)
DIRECTORS TO THE HARRIS CENTRAL APPRAISAL DISTRICT BOARD
OF DIRECTORS

DATE: October 17, 2024

As you know, the taxing units are following a new procedure to select appraisal district directors this year as directed by SB 2 (Texas Property Tax Code Sections See 6.0301 and 6.03). All taxing units have completed the process that the law specifies for selecting a nominee. We are now entering the phase whereby the taxing units that are qualified to vote under Section 6.03(d) will select the directors from among the nominated candidates for the five (5) open seats on the appraisal district's board of directors. This letter begins this final step in the process of appointing five directors.

Before October 30, the chief appraiser is required to prepare a voting ballot listing alphabetically by surname all candidates submitted by all taxing units, including the nominee of the conservation and reclamation districts, that were timely submitted. The chief appraiser is then required to send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote. The names of all candidates officially nominated are reflected on the enclosed "Certification of Ballot" form.

Pursuant to voting entitlement calculations made pursuant to Texas Property Tax Code Section 6.03(d), **City of Tomball** has **5** votes.

To assist in the election procedure, please find enclosed a Certification of Ballot and a suggested form of resolution for casting vote(s) for the candidate(s). The governing body of each taxing unit

is entitled to cast its votes for a candidate(s) of its choice from the names appearing on the appropriate Certification of Ballot.

A taxing unit's votes may be cast for one candidate or may be distributed among any of the candidates listed on the Certification of Ballot. See Property Tax Code Section 6.03 (c). **Please be certain to write down the number of votes you wish to cast for the candidate(s) for whom you are casting your votes.**

Each governing body that casts its votes for one or more of the candidates must formally adopt a resolution naming the person or persons for whom it votes, the number of votes cast for each person, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.***

The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2024.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted.

Resolutions and the Certification of Ballot may be submitted via e-mail to cguerra@hcad.org. However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.

The five candidates receiving the most votes will be appointed to the board of directors for a term beginning January 1, 2025. S.B. 2 requires that in this first election the taxing units elect three members to three-year terms and two members to a one-year term. The attached voting resolution states that the three candidates receiving the highest votes will serve three-year terms and the two candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

It is important to note that a very specific voting time limit applies to some governing bodies of taxing units because they are each entitled to cast at least 5% (237) of the total votes (4,745).

Specifically, Section 6.03(k-1) states, “[T]he governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.”

In counting votes cast in the final election involving all voting taxing units entitled to vote, the Tax Code requires the chief appraiser to separate the ballots returned by the Conservation and Reclamation Districts. Pursuant to Section 6.03(k), the candidate who receives the most votes of the Conservation and Reclamation Districts is considered to have received all the votes cast by the Conservation and Reclamation Districts. The other candidates receiving votes from the Conservation and Reclamation Districts who did not receive the most votes cast are considered to have received no votes from the Conservation and Reclamation Districts.

The chief appraiser will count the votes as specified under the provisions contained within the Texas Property Tax Code. The chief appraiser will then declare the results and notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2024.

A tie vote will be resolved by a method of chance chosen by the chief appraiser.

If you have questions about the board selection process, please call me at 713-957-5299.

Sincerely,

A handwritten signature in black ink, appearing to read "Roland Altinger".

Roland Altinger, RPA
Chief Appraiser

Attachments

cc: HCAD Board Members
Tax Assessors
Attorneys

RESOLUTION NO. _____

A RESOLUTION OF THE GOVERNING BODY OF

City of Tomball

CASTING ITS VOTE TO APPOINT DIRECTORS
TO THE HARRIS CENTRAL APPRAISAL DISTRICT'S BOARD OF DIRECTORS

WHEREAS, the chief appraiser of the Harris Central Appraisal District has delivered to the presiding officer of this governing body the names of those persons duly nominated to be named a candidate to be appointed to serve on the board of directors of the Harris Central Appraisal District; and

WHEREAS, **City of Tomball** deems it appropriate and in the public interest to cast its vote for the candidate(s) of its choice to be appointed to serve on the board of directors of the Harris Central Appraisal District's Board of Directors; now, therefore

BE IT RESOLVED BY HARRIS COUNTY:

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 **City of Tomball** does hereby cast its vote, by casting 5 votes for the person(s) indicated on the enclosed Certificate of Ballot to be appointed to serve on the board of directors of the Harris Central Appraisal District, for a term beginning January 1, 2025.

Section 3. That the three candidates receiving the highest vote totals will serve three-year terms and the candidates receiving the fourth and fifth highest vote totals will serve a one-year term.

Section 4. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District no later than 5:00 p.m. on December 16, 2024, unless otherwise required to be delivered earlier pursuant to the provisions contained in Section 6.03 (k-1).

PASSED AND APPROVED this _____ day of _____, 2024.

Presiding Officer

ATTEST

Witness