

**APPRAISAL REVIEW BOARD
EL PASO COUNTY**

2023 RULES \ PROCEDURES

Upon motion duly made, seconded and carried, the Appraisal Review Board (ARB) for El Paso County adopts the following Rules. Be it resolved that the following rules for the conduct of business before the ARB are hereby adopted.

The ARB adopts Robert's Rules of Order Revised (Classic 1915 Edition). The ARB develops customized hearing procedures to meet its particular needs and local concerns and adheres to the incorporated State Comptroller's Model Hearing Procedures as part of these procedures, in accordance with the Texas Property Tax Code. The Open Meetings Act of the Texas Civil Statutes applies to the ARB hearings. All hearings are to be recorded to produce permanent records thereof. The rules adopted by the ARB are as follow:

APPRAISAL REVIEW BOARD:

1. The Appraisal Review Board (ARB) consists of forty-five (45) members appointed by local Administrative Judge. A quorum of the full Board shall consist of one (1) more than half of the active members.

An ARB *panel* may consist of one (1) by written request only, to three (3) members.

2. ARB members are expected to always remain neutral and independent and to use their knowledge and experience to decide cases based ONLY on the evidence presented and the Property Tax Code.
3. The ARB Chairperson shall designate the Chairperson of each panel.
4. The ARB/Panel Chairperson shall maintain order and has the authority to call to order, reprimand, and/or demand the exit of any individual who demonstrates disruptive or disorderly conduct, or who refuses to follow the rules set forth by the ARB.
5. The ARB Chairperson's authority to maintain order during case presentation and/or cross-examination passes to each ARB Panel Chairperson during a hearing. All questions shall be directed through the panel Chairperson.
6. The ARB Chairperson retains the authority to remove any panel chairperson who repeatedly fails to maintain order during the panel hearing process.
7. The ARB/Panel Chairperson reserves the right to interrupt any party who strays from the subject of the case or who has begun repeating themselves. Comments relating to taxes, tax rates, or the merits of the actions of governing bodies are not relevant to the case and will not be permitted.
8. ARB/Panel Chairperson may not make a motion but **may** second a motion and vote as any other ARB member. If a motion does not receive a second, the protest is rescheduled to appear before a new panel or a quorum of the ARB. (Does not apply to a single member panel).
9. Pursuant to Texas Penal Code 46.035©, handguns whether concealed or not, are prohibited in panel rooms under the authority of Subchapter H, Chapter 411 Government Code.

SCHEDULING:

10. In order to ensure knowledgeable members for each panel, assignment and rotation of ARB members to panels shall be based on panel requirements under the direction of the ARB Chairperson.

OWNERS AGENTS:

11. If a property owner designates an agent to represent him/her in a property value matter, an Appointment of Agent form or a letter of authorization, if one is not on record, must be presented to the ARB Chairperson by the scheduled hearing date or prior to the commencement of the hearing. Only one (1) Appointment of Agent form is maintained on a property.

HEARING PROCEDURES:

12. Each hearing is scheduled for a total of 15 minutes; timers are used to enforce time limits. Each party (you and the appraisal district) have 3 minutes to present your evidence, 1 minute for rebuttal, and 1 minute for a closing statement. ARB panel members have 5 minutes for deliberation. The ARB will be flexible and allow additional time for complex cases, if they foresee it necessary.