



Jeff Law
Executive Director
Chief Appraiser

September 3, 2015

Mr. David Cook
Mayor
City of Mansfield
1200 E. Broad
Mansfield, Texas 76063

Dear Mr. Cook:

The terms of service for our five members of the Board of Directors will expire on December 31, 2015 and it is time to begin the process of conducting an election.

Based on the amount of the 2014 adjusted tax levy imposed by each eligible taxing unit, we have calculated the number of votes for your entity. The enclosed list will provide you with that information.

The first step in the procedure is the nomination of candidates. Each voting unit may nominate one candidate for each of the five positions to be filled. You are not required to make any nomination or you may nominate any number up to five. The County Tax Assessor/Collector is automatically a non-voting member of the Board of Directors by law.

In order to be eligible to serve as directors, the 2015 nominees must have resided in Tarrant County for at least two years prior to January 1, 2016. They may serve on the governing body of a taxing unit in the County and still be eligible to serve as a Director. However, an employee of a taxing unit is prohibited from serving as a Director unless that employee is also an elected official of the governing body. A Director may not be related to a person who is in the business of appraising property for property tax purposes or represents property owners for compensation in proceedings in the appraisal district or appraises property for use in a proceeding in the appraisal district or who is employed by the appraisal district. A person is ineligible to serve as a director if the individual, or a business in which the individual has a substantial interest, enters into a contract with the appraisal district or enters into a contract with a taxing unit in the district, if that contract relates to the performance of an activity governed by Title I of the Texas Property Tax Code (for example, appraising property for tax purposes or determining eligibility for exemptions). A substantial interest exists where the individual and spouse have a combined ownership of at least 10% of the voting stock or shares of a business, or either of them is a partner, limited partner or an officer. If you have questions concerning the qualifications of nominees for a Board position, please call.

Letter to Taxing Units
Election of Board of Directors
September 3, 2015
Page 2

The nominations for Directors, which must be made in an open meeting of your taxing unit, should be submitted by the presiding officer to the Chief Appraiser in the form of a resolution or other official process adopted by the governing body by October 15, 2015, giving the names and addresses of the nominees. A current resume or vita is also helpful.

The appointment calendar is as follows:

By October 15, 2015	Nominations by resolution or official action
By October 30, 2015	Ballots listing nominees delivered to Presiding Officer
By December 15, 2015	Entity submits votes by resolution to Chief Appraiser
By December 31, 2015	Five (5) nominees receiving largest cumulative vote totals are elected
January 1, 2016	Board takes office for two year term

The duties of the Board are outlined in Chapter 6, Texas Property Tax Code. Again, if you have any questions, do not hesitate to call.

Sincerely,



Jeff Law
Executive Director
Chief Appraiser

JL:mm
Encl.

Aledo I.S.D.	4
Arlington I.S.D.	437
Azle I.S.D.	25
Birdville I.S.D.	162
Burleson I.S.D.	28
Carroll I.S.D.	138
Castleberry I.S.D.	9
Crowley I.S.D.	120
Eagle Mountain Saginaw I.S.D.	158
Everman I.S.D.	24
Fort Worth I.S.D.	567
Godley I.S.D.	1
Grapevine-Colleyville I.S.D.	226
Hurst Euless Bedford I.S.D.	201
Keller I.S.D.	307
Kennedale I.S.D.	25
Lake Worth I.S.D.	19
Lewisville I.S.D.	2
Mansfield I.S.D.	230
Northwest I.S.D.	116
White Settlement I.S.D.	37

City of Mansfield	54
City of North Richland Hills	38
Town of Pantego	2
City of Pelican Bay	0
City of Richland Hills	5
City of River Oaks	3
City of Roanoke	0
City of Saginaw	10
City of Sansom Park	1
City of Southlake	42
Town of Trophy Club	1
City of Watauga	9
Town of Westlake	2
City of Westover Hills	3
Westworth Village	2
City of White Settlement	7
Tarrant County	562
Tarrant County College	317

City of Arlington	191
City of Azle	6
City of Bedford	23
City of Benbrook	17
City of Blue Mound	1
City of Burleson	7
City of Colleyville	22
City of Crowley	8
City of Dalworthington Gardens	1
Edgecliff Village	1
City of Euless	22
City of Everman	2
City of Flower Mound	1
City of Forest Hill	5
City of Fort Worth	623
City of Grand Prairie	58
City of Grapevine	34
City of Haltom City	18
City of Haslet	3
City of Hurst	21
City of Keller	31
City of Kennedale	7
City of Lake Worth	3
City of Lakeside	1