



January 17, 2023

TO: Candidates
FROM: County Judge's Office
SUBJECT: Election Information for the Election, May 4, 2024

The attached material contains critical information you will need to run for office. Please note, this packet is to assist you but may not be inclusive of everything you may need to run for office.

Election law, and especially campaign finance law, is complex; therefore, a candidate should consider retaining legal counsel. Other resources would be the Texas Ethics Commission website, www.ethics.state.tx.us, or the Secretary of State website, www.sos.state.tx.us/elections/index.shtml. The Office of the City Judge and the District Attorney's Office cannot advise you or groups who support or oppose candidates on matters of election or campaign finance law. The District Attorney provides legal services to the county and the county must maintain neutrality in the electoral process. However, the duty of the office is limited to accepting and filing the various applications, affidavits, and statements. Staff will note the date and time of filing on the forms. The County Judge's Office will not judge or comment upon the timeliness or sufficiency of reports filed. All of these documents are public records and are open for inspection by any person.

The first day to apply for a place on the City General Election Ballot is January 17, 2024. The last day for filing an application for a place on the ballot is February 16, 2024, by 5:00 p.m.

LUBBOCK CENTRAL APPRAISAL DISTRICT



ELIGIBILITY REQUIREMENTS FOR LUBBOCK CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS At-Large Place 1, At-Large Place 2 and At-Large Place 3

To be eligible to be a candidate for, or elected to, the Lubbock Central Appraisal District board of directors, a person must:

- 1) be a United States citizen;
- 2) be 18 years of age or older on July 1, 2024; (first day of term)
- 3) have not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - a. totally mentally incapacitated; or
 - b. partially mentally incapacitated without the right to vote;
- 4) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
- 5) have been a resident of Lubbock County and must have resided in Lubbock County for at least two years immediately preceding the date the individual takes office on July 1, 2024;
- 6) on the date described by Subdivision (5), be registered to vote in Lubbock County; and
- 7) satisfy any other eligibility requirements prescribed by law for the office.

A person is ineligible to be a candidate for, or elected to, the Lubbock Central Appraisal District board of directors if the person:

- 1) is an employee of a taxing unit that participates in Lubbock County;
- 2) is related within the second degree of consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or of representing property owners for compensation in proceedings under the Texas Property Tax Code within Lubbock County;
- 3) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
 - a. the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under section 33.02 of the Texas Property Tax Code; or
 - b. a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065
- 4) has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code at any time during the preceding three years;
- 5) has engaged in the business of representing property owners for compensation in proceedings under the Texas Property Tax Code in Lubbock County at any time during the preceding three years; or
- 6) has been an employee of the Lubbock Central Appraisal District at any time during the preceding three years.
- 7) has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the CAD. This prohibition also applies to contracts with a taxing unit that participates in the CAD if the contract relates to the performance of an activity governed by the Tax Code. Tax Code Section 6.036(a). An individual has a substantial business interest in a business entity if:
 - a. the combined ownership of the director and director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
 - b. the director or director's spouse is a partner, limited partner or officer of the business entity.

**INSTRUCTIONS FOR APPLICATION
FOR PLACE ON BALLOT
AND
PETITIONS IN LIEU OF FILING FEE**

An application for place on the ballot must be accompanied by a \$400 filing fee as well as a request for written statement about delinquent taxes for tax foreclosure sale (form 50-307). If a candidate wishes to submit a petition in lieu of a filing fee, the petition must be signed by a minimum of the following number of registered voters:

<u>Office Sought</u>	<u>No. of Petition Signatures:</u>
Lubbock Central Appraisal District Board of Directors At-Large Place #1	500
Lubbock Central Appraisal District Board of Directors At-Large Place #2	500
Lubbock Central Appraisal District Board of Directors At-Large Place #3	500

For these positions, those signing the petition must be registered voters in the applicable County.

LUBBOCK CENTRAL APPRAISAL DISTRICT



FILING AN APPLICATION FOR A PLACE ON THE BALLOT **FOR LUBBOCK CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS** **AT-LARGE PLACE 1, AT-LARGE PLACE 2 AND AT-LARGE PLACE 3**

The 88th Texas Legislature passed new legislation for counties with a population of 75,000 or more, calling for three members of the appraisal district board of directors to be elected by the public at a general election. The first election for Board Members At-Large Place 1, At-Large Place 2 and At-Large Place 3 will be on May 4, 2024. The directors then elected take office on July 1, 2024, and serve a term that expires on December 31, 2026.

Application Requirements for Elected Appraisal District Directors

An application for a place on the ballot for the office of elected director of an appraisal board must be filed with the county judge of the county in which the appraisal district is established. Applications will not be accepted by the Lubbock Central Appraisal District.

The application must be accompanied by a filing fee or a petition in lieu of the filing fee that satisfies the requirements prescribed by Section 141.062 of the Election Code and Section 6.032(d) of the Tax Code. Additionally, Section 144.002 of the Election Code provides that a candidate's name may appear on the ballot only as an independent. Therefore, there is no party affiliation listed on a candidate's application or listed on the ballot. Candidates must indicate on their candidate application the at-large position for which they are running.

Additional Appraisal District Election information may be found at the following link.

<https://www.sos.state.tx.us/elections/laws/advisory2023-24.shtml>

Candidates may use the Application for a Place on the Ballot for a General Election for a City, School District or Other Political Subdivision (Form 2-49).

- 1. Applications for a place on the ballot will be accepted during the filing dates and times listed below.**
 - Start Date: Wednesday, 01/17/2024 End Date: Friday, February 16, 2024
 - Office Hours: 8:00 a.m.-12:00 p.m. & 1:00 p.m.-5:00 p.m. Monday-Friday
- 2. You must submit the application to the County Judge in one of the following ways:**
 - In person: Lubbock County Courthouse, 904 Broadway, Room 101, Lubbock, TX 79401;
 - By Mail: PO Box 10536, Lubbock, TX 79408-3536;
 - By Email: commissionerscourt@lubbockcounty.gov (if a filing fee is submitted, the application may not be emailed).

Request for Written Statement About Delinquent Taxes for Tax Foreclosure Sale

County Tax Office

Phone (area code and number)

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This form is for use by a purchaser of property at a tax foreclosure sale under Tax Code Section 34.01 to request a written statement regarding delinquent taxes from a county assessor-collector pursuant to Tax Code Section 34.015.

Pursuant to Tax Code Section 34.015(n), a person who knowingly violates Tax Code Section 34.015 commits a Class B misdemeanor offense.

Step 1: Name, Address, Request Date, Fee Payment

Requesting Person/Company's Name

Current Mailing Address

Address to Which Statement Should be Sent (if different from current mailing address)

City, State, ZIP Code

Phone (area code and number)

Date of Request

☐

Check if you wish a phone call when ready.

To cover the costs, this request requires a fee of \$

. Fee Paid \$

Step 2: Properties Currently Owned by Person/Company Listed in Step 1

List all properties **currently** owned by the person/company listed in Step 1 and located in this county or in any school district or city located in part in this county. For each property, state account number, date acquired, property address and legal description. You may attach a copy of the latest tax bill for each property.

Property Account Number

Date Acquired

Property Address

Legal Description

Property Account Number

Date Acquired

Property Address

Legal Description

(Attach additional sheet if necessary.)

Step 3: Properties Formerly Owned by Person/Company Listed in Step 1

List all properties **formerly** owned by the person/company listed in Step 1 and located in this county or in any school district or city located in part in this county. For each property, state account number, date acquired, property address and legal description. You may attach a copy of the latest tax bill for each property.

Property Account Number _____

Date Acquired _____

Property Address _____

Legal Description _____

Property Account Number _____

Date Acquired _____

Property Address _____

Legal Description _____

(Attach additional sheet if necessary.)

Step 4: Signature of Requesting Person

I, (requesting person) _____ being first duly placed under oath by the undersigned official authorized to administer oaths under the laws of this State, do solemnly swear that the information herein and attached is true and correct.

Signature and Title, if Applicable, of Requesting Person (Must be signed before notary public or officer.)

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public Signature _____

Notary Public in and for the State of _____

Collector's Use

\$

Fee Collected _____

Taxing Units Notified _____

Final Statement _____

Requesting Person Notified by Mail _____

Requesting Person Notified by Phone _____

**APPLICATION FOR A PLACE ON THE BALLOT FOR A SPECIAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ SPECIAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board _____ (name of election)					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)				INDICATE TERM ☐ FULL ☐ UNEXPIRED	
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Address for which you receive campaign related correspondence, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (Address for which you receive campaign related emails, if available.)		OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER ² (Optional)	
TELEPHONE CONTACT INFORMATION (Optional)					
Home:		Office:		Cell:	
FELONY CONVICTION STATUS (You MUST check one)		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN			
☐ I have not been finally convicted of a felony.		IN THE STATE OF TEXAS		IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED	
☐ I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³		_____ year(s) _____ month(s)		_____ year(s) _____ month(s)	
*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.					
Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:					
"I, (name of candidate) _____, of _____ County, Texas,					
being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."					
X					
SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me this the _____ day of _____, by _____, (day) (month) (year) (name of candidate)					
Signature of Officer Authorized to Administer Oath ⁴			Printed Name of Officer Authorized to Administer Oath		
Title of Officer Authorized to Administer Oath			Notarial or Official Seal		
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:					
☐ CASH ☐ CHECK ☐ MONEY ORDER ☐ CASHIERS CHECK OR ☐ PETITION IN LIEU OF A FILING FEE.					
This document and \$_____ filing fee or a nominating petition of _____ pages received. ☐ Voter Registration Status Verified					
Date Received		Date Accepted		(See Section 1.007) _____	
				Signature of Filing Officer or Designee	

INSTRUCTIONS

A special election can be used to fill a vacancy only if authorized by law.

An application for a special election may not be filed until after the election is ordered. The filing deadline is governed by Section 201.054 of the Texas Election Code, and by the date the special election was ordered. The filing deadline should be stated in the election order. Please review the Secretary of State's current election law calendars for Section 201.054 deadlines.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information.

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application:

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹
El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

SOLICITUD DE INSCRIPCIÓN EN LA BOLETA DE UNA ELECCIÓN ESPECIAL PARA					
Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo			(nombre de la elección)		
Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) para el cargo indicado a continuación.					
CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.)			INDIQUE TÉRMINO ☐ TÉRMINO COMPLETO ☐ TÉRMINO INCOMPLETO		
NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA*		
DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.)			DIRECCIÓN DE CORREO PÚBLICO (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.)		
CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.)		OCUPACIÓN (No deje este espacio en blanco)	FECHA DE NACIMIENTO ____/____/____		VUID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE² (Opcional)
INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional)					
Hogar: _____		Trabajo: _____		Celular: _____	
ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar uno)			DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA		
☐ No he sido finalmente condenado por un delito grave. ☐ He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ³			EN EL ESTADO DE TEXAS ____ año(s) ____ mes(es)		EN EL PRECINTO DEL QUE SE ELIGE EL CARGO BUSCADO ____ año(s) ____ mes(es)
*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.					
Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) _____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice: "Yo, (nombre del candidato) _____, del condado de _____, Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas."					
X FIRMA DEL CANDIDATO					
Jurado y suscrito ante mí este día _____ de _____ del _____ por _____. (día) (mes) (año) (nombre de candidato)					
Firma del oficial autorizado para administrar el juramento ⁴			Nombre de oficial autorizado para administrar juramentos en letra de molde		
Título del oficial autorizado para administrar el juramento			Notarial o sello oficial		
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (if Applicable) PAID BY: ☐ CASH ☐ CHECK ☐ MONEY ORDER ☐ CASHIERS CHECK OR ☐ PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. ☐ Voter Registration Status Verified					
Date Received		Date Accepted		(See Section 1.007)	
Signature of Filing Officer or Designee					

INSTRUCCIONES

Una elección especial se puede utilizar para cubrir una vacante solo si lo autoriza por la ley.

Una solicitud para una elección especial no puede ser presentada hasta después de que se ordene la elección. La fecha límite de presentación se rige por la Sección 201.054 del Código Electoral de Texas y por la fecha en que se ordenó la elección especial. La fecha límite de presentación debe indicarse en la orden de elección. Por favor, revise los calendarios actuales de la ley electoral del Secretario de Estado para la fechas límite de la Sección 201.054.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o tribunal en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: (a) seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones de la Secretaría de Estado para obtener información adicional.

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier tribunal de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código de Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

Operation of Board of Directors

Meetings – The board shall meet at least once each calendar quarter. The Board normally meets the last Wednesday of each month at 3:00 p.m. with no meeting in the month of November and a December meeting scheduled by the Chairman. Notice of meetings shall be posted as required by law. A majority of the members shall constitute a quorum.

Public Access to Board Meetings – A reasonable period of time at the beginning of each meeting of the Appraisal District Board of Directors shall be provided for public comments regarding the business of the appraisal district. The period of time shall be five minutes per person. The time limit may be adjusted at the discretion of the Chairman at each meeting. If a large number of persons wish to speak to the board, the Chairman may reduce each person's time for speaking as may be reasonably necessary to allow the board to complete its business and adjourn the meeting at a reasonable time. The board may refuse to hear any person who attempts to speak on a subject unrelated to the business of the appraisal district or outside the jurisdiction of the Board of Directors.

Interpreters - If a person who does not speak English or a person who communicates by sign language wishes to address the Board of Directors at a regularly scheduled meeting, the Board will make every effort to accommodate these requests. If the person needing assistance is unable to provide his/her own interpreter, then they must contact or notify the Chief Appraiser's Office requesting language assistance seven business days prior to the scheduled Board meeting. Upon receiving such notice, the Chief Appraiser shall make reasonable efforts to secure the services of a translator or interpreter at the meeting.

Disabled Persons - Lubbock Central Appraisal District strives to provide reasonable access to the Board of Directors by disabled persons. There are disabled person parking spaces and wheelchair accessibility to the customer service areas and to the boardroom. A person who needs additional assistance for entry or access should notify the Chief Appraiser's Office in writing at least seven business days before any regularly scheduled meeting. Upon receiving such notice, the Chief Appraiser shall make reasonable efforts to provide access to the meeting.

Resolving Complaints – The board will consider written complaints about the policies and procedures of the Lubbock Central Appraisal District, the Appraisal Review Board, the Board of Directors, and any other matter within the Board's jurisdiction. The Board is without authority to consider complaints addressing any of the grounds for challenge, protest, or motion for correction of the appraisal roll before the Appraisal Review Board as set out in the Property Tax Code.

Taxpayer Liaison Officer

The taxpayer liaison officer is appointed by the Board of Directors. The liaison officer resolves complaints that are within the jurisdiction of the board of directors. The liaison officer may refer a complainant to the chief appraiser, a staff member, the appraisal review board, a taxing unit, or other appropriate party regarding complaints filed regarding matters outside the jurisdiction of the board of directors. The taxpayer liaison officer shall report to the board on complaints and the status of complaint resolution, concerning any pending complaints and complaints resolved since the liaison officer's last report to the board that are within the board's jurisdiction.

Written complaints should be filed with:

Taxpayer Liaison Officer -Dave Kimbrough

Lubbock Central Appraisal District

P.O. Box 10542

Lubbock, Texas 79408

Phone: (806) 776-2210



Lubbock Central Appraisal District

HOME PROPERTY AND TAX INFORMATION ORGANIZATION FORMS GIS MAPS FAQ REPORTS PROTEST INFORMATION ESTIMATE TAXES

BOARD OF DIRECTORS ELECTION

Property Search

Enter any combination of name, address, or property identifier



Advanced Search

BOARD OF DIRECTORS ELECTION INFORMATION

The 80th Texas Legislature passed new legislation for counties with a population of 75,000 or more, calling for three members of the appraisal district board of directors to be elected by the public at a general election. The first election for Lubbock Central Appraisal District Board Members At-Large Place 1, At-Large Place 2 and At-Large Place 3 will be on May 4, 2024. Please see links below for additional election information.

[NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT](#)

[QUALIFICATION RESTRICTIONS FOR CANDIDACY](#)

[INFORMATION ON FILING AN APPLICATION FOR APPRAISAL DISTRICT BOARD ELECTION](#)

[APPRAISAL DISTRICT DIRECTOR'S MANUAL](#)

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