



# **HUNT COUNTY APPRAISAL DISTRICT**

**POLICY NUMBER: 406**

**POLICY NAME: CONFLICTS OF INTEREST**

Hunt County Appraisal District (HCAD) shall adhere to the requirements of Local Government Code 176 pertaining to conflicts of interest.

- A. A vendor or other person who contracts or seeks to contract for the HCAD shall file a completed conflict of interest questionnaire with the records administrator not later than the seventh business day after the date that the person:
1. Begins contract discussions or negotiations with the appraisal district; or
  2. Submits to the appraisal district an application, response to a request for proposal or bids, correspondence, or writing related to a potential agreement with the appraisal district.

The district shall use the conflict of interest questionnaire adopted by the Texas Ethics Commission attached to this policy.

- B. A member of the Board of Directors for Hunt County Appraisal District shall file a conflict disclosure statement with respect to a person described in section A. of this policy if:
1. The person enters into a contract with HCAD or HCAD is considering entering into a contract with the person; and
  2. The person:
    - a) Has an employment or other business relationship with HCAD or a board member or a family member that results in the board member or family member receiving taxable income, other than investment income, that exceeds \$2500 during the 12 month period preceding the date that the board member becomes aware that:
      - i. A contract described by subdivision 1 has been executed; or
      - ii. HCAD is considering entering into a contract with the person; or
    - b) has given to the board member or member of their family one or more gifts that have an aggregate value of more than \$250 in the 12-month period preceding the date the board member becomes aware that:
      - i. A contract described by subdivision 1 has been executed; or
      - ii. HCAD is considering entering into a contract with the person.

- a-1) A board member is not required to file a conflicts disclosure statement in relationship to a gift accepted by the board member or family member if the gift is:
- 1) Given by a family member of the person accepting the gift;
  - 2) A political contribution as defined by Title 15, Election Code; or
  - 3) Food, lodging, transportation, or entertainment accepted as a guest.
- b) A board member shall file the conflicts disclosure statement with the records administrator of HCAD not later than 5 p.m. on the seventh business day after the date on which the board member becomes aware of the facts requiring the filing of the statement.
- c) A board member commits an offense if the member knowingly violates this section. An offense under Local Government Code Chapter 176 is a class C misdemeanor.
- d) It is an exception to the application of subsection (c) that the person filed the required conflicts disclosure statement not later than the seventh business day after the date the person received notice from HCAD of the alleged violation.

The district shall use the conflicts disclosure statement adopted by the Texas Ethics Commission attached to this policy.

Local Government Code: Chapter 176  
Date Adopted: December 10, 2009  
Resolution #: 2009-13