

Denton County Entities,

A few entities have asked for a sample resolution to nominate a candidate for the Board of Directors. I have attached a sample to this email. The District's attorney has approved this sample, but has recommended that before using the template, you double check with your own attorneys to confirm that this resolution meets all requirements to be a valid resolution for your particular type of entity (county/city/school district).

Here is a calendar of the upcoming dates:

- Before **October 15th**, each entity may nominate (by written resolution) up to five candidates. These are just nominations at this time. Please provide the name, address and email of the nominees you selected. The District will send a questionnaire to each nominee requesting additional information. You do not have to nominate Michelle French, she will automatically be on the Board of Directors as an Ex-Officio member.
- Before **October 28th**, the District will send out a comprehensive list of all the individuals who were nominated and the bios we received from them. Each entity will also be provided with the exact number of votes they have to cast.
- Between **October 28th - December 14th\***, each entity may choose (by written resolution) the candidate or candidates of their choice. The entity may cast all their votes on one person, or spread them out among several candidates, it is up to the individual entity. Once all resolutions are received, the five candidates that receive the most votes become the 2022-2023 DCAD Board of Directors.
- *\*Per HB 988, our five largest entities (Denton County, Lewisville ISD, Denton ISD, Frisco ISD, Northwest ISD) have a different timeline to submit their ballots. These entities "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."*

Thank you and please let me know if you have any questions,

**Hope McClure, RPA, RTA, CTA, CCA**

Chief Appraiser

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