

# BOARD MEETING AGENDA TEMPLATE

## BOARD COMMITTEE MEETINGS

- ***Legislative Committee***

The committee considers issues relating to legislative proposals and recommends Board positions on Assembly and Senate bills.

- ***Customer Services and Administrative Efficiency Committee***

The committee addresses issues that affect customer service to taxpayers and administrative operations throughout the Board.

- ***Business Taxes Committee***

The committee provides a forum to discuss proposed regulations and policies relating to sales and use tax and special taxes.

- ***Property Tax Committee***

The committee promotes uniformity and consistency in property tax assessment and administration by providing a forum to discuss property tax rules and guidelines.

## BOARD MEETING

### ***Annual Board Member Photograph***

The Board Members take an annual photograph, which is traditionally scheduled at the May Sacramento meeting.

### ***Annual Values Setting***

The Board annually sets the unitary and nonunitary values of state-assessed properties.

### ***Special Presentations***

The Board Members make special presentations to staff members and others (i.e., resolutions, Superior Accomplishment Awards, 25 Years Service Award, etc.).

### ***Oral Hearings***

Parties present oral arguments regarding reduction or cancellation of tax liability, refund of taxes previously paid, reduction in assessed value, or other relief. Contribution disclosure forms are required for oral hearings.

The five major categories of oral hearings, with their respective sub-categories, are:

- A. Homeowner and Renter Property Tax Assistance Appeals Hearings**

- Claim for Assistance

- B. Corporate Franchise and Personal Income Tax Appeals Hearings**

- Bank & Corporate Income Tax
- Personal Income Tax
- Taxpayers' Bill of Rights Reimbursement Claim