



September 03, 2020

**Board of Tax Appeals Organizational Meeting - Thursday, September 3, 2020,
12:00 pm - 1:00 pm, Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84529912385> Or iPhone one-tap : US:
+13126266799,,84529912385# or +16465588656,,84529**

 [Click here to view the minutes for this meeting](#)

1. Agenda

1.01 Motion to adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

1.02 Draft Minutes

Type: Communication, Information

 BOARD OF TAX APPEALS 9.3.20 draft
minutes.docx

2. Elections

2.01 Chair

Type: Action, Procedural

2.02 Vice Chair

Type: Action, Procedural

2.03 Clerk

Type: Action, Procedural

3. Rules

3.01 Hearing Procedures

Type: Information

3.02 Scheduling

Type: Information

4. Approval of all forms



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4.01 Notice of Hearing

Type: Action, Communication, Procedural

Recommended Action: approve form

BTA Notice of Hearing 2020.doc

4.02 Educational brochure

Type: Action, Communication, Procedural

Recommended Action: approve form

2020 BTAPAMPHLET.doc

4.03 Authority of Representation

Type: Action, Communication, Procedural

Recommended Action: approve form

2020 Authority for Representation.doc

4.04 Waiver of Site Visit

Type: Action, Communication, Procedural

Recommended Action: approve form

2020 Waiver of Site Visit Form.doc

4.05 Official Notice of Decision

Type: Action, Communication, Procedural

Recommended Action: approve form

OFFICIAL NOTICE OF DECISION 2020.doc

5. Scheduling of hearings

5.01 List of Appellants

Type: Information

2020 List of Appellants.doc



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5.02 Selection of Panels

Type: Action, Discussion, Procedural

5.03 Selection of Dates, Times

Type: Action, Discussion, Procedural

6. Other Business

6.01 Verbal Comments

Type: Information

7. Adjournment

7.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn