

# Chapter 3

## Board of Property Tax Appeals Calendar

<b>Date</b>	<b>Action</b>	<b>Who</b>	<b>Reference</b>
By September 1	Order petitions and other forms.	Clerk	Non-statutory
Before October 15	Work with governing body to find pool members.	Clerk	Non-statutory
On or before October 15	Appoint pools.	Gov. Body	ORS 309.067
	File ratio study with clerk.	Assessor	ORS 309.200(3)
After tax statements are mailed	Accept petitions.	Clerk	ORS 309.100(1)
	Keep log of petitions received.	Clerk	ORS 309.024
	Update computer software.	Clerk	Non-statutory
	Reserve meeting room if necessary.	Clerk	Non-statutory
After October 15 and while board is in session	Select members from pools.	Clerk	ORS 309.020
Month of December	Begin publishing three weekly notices of the session.	Clerk	ORS 309.025
	Send training notices to pool members.	Clerk	ORS 309.022
December 31 or next business day if holiday or weekend	Last day to accept petitions.	Clerk	ORS 309.100(2) ORS 305.820 ORS 187.010
Before board convenes	All pool members complete training as prescribed by DOR.	Board	ORS 309.025
	Enter affidavit of publication into record.	Clerk	Non-statutory
	Notify members of first meeting.	Clerk	Non-statutory
	Determine where daily meeting notices will be posted.	Clerk	ORS 309.024
	Confirm who acts as legal advisor.	Clerk	ORS 309.024
	Confirm whether clerk will hire a board appraiser.	Clerk	ORS 309.024
	Deliver ORS 308.242 stipulations to clerk.	Assessor	ORS 308.242
Five days before hearing	Mail notices of hearings.	Clerk	ORS 309.100(5)
On or after first Monday in February	Convene first meeting.	Chair	ORS 309.026(1)
	Take and administer oaths of office.	Board	ORS 309.070
	Enter oaths of office in record.	Clerk	ORS 309.070
	Authorize clerk or one member to correct clerical errors in orders.	Board	ORS 309.110(3)

<b>Date</b>	<b>Action</b>	<b>Who</b>	<b>Reference</b>
On or after first Monday, cont.	Determine whether clerk attends meetings.	Board and Clerk	ORS 309.024
	Decide time needed for each hearing.	Board and Clerk	Non-statutory
	Establish policy about rescheduling hearings.	Board	Non-statutory
	Establish policy about swearing in witnesses.	Board	Non-statutory
On or after first Monday in February through April 15	Enter training certificates into board record.	Clerk	ORS 309.022
	Hold hearings.	Board	ORS 309.026
	Keep record of meetings.	Clerk	ORS 309.024
	Continue to mail hearing notices to petitioners.	Clerk	ORS 309.100
Within five days after signing	Prepare and deliver copies of petitions to members, assessor, board appraiser, and DOR, if necessary.	Clerk	Non-statutory
	Prepare orders for signature.	Clerk	ORS 309.110(1)
Same day order is mailed	Mail board orders.	Clerk	ORS 309.110(1)
			OAR 150-309.110(1)-A
Within five days after date order is mailed	Give copy of order to assessor and officer in charge of roll.	Clerk	ORS 309.110(1)
On or before April 15	Mail copy of order to DOR for DOR appraised industrial property.	Clerk	OAR 150-309.110(1)-(A)
Five days from date of adjournment	Adjourn session.	Board	ORS 309.026(5)
Through June 30	Mail orders and amended orders from regular session.	Clerk	OAR 150-309.110(1)-(A)
			ORS 309.110(6)
Not later than five days after date signed.	Reconvene board to amend orders to correct errors of jurisdiction.	Chair	ORS 309.110(3)
	Issue amended orders to correct clerical errors.	Clerk or member	ORS 309.110(6)
45 days after adjournment	Mail amended orders to petitioner and give copy to assessor and officer in charge of the roll.	Clerk	ORS 309.110(6)
June 30	Complete Summary of Actions and mail to DOR.	Clerk	OAR 150-309.360(2)
	Term ends.	Board	ORS 309.020(2)