

## **10-3-2: ORGANIZATION; MEETINGS; RECORDS:**

The board of adjustment shall organize and elect a chairman and adopt rules in accordance with the provisions of this title. Meetings of the board shall be held at the call of the chairman and at such other times as the board may determine. The chairman, or in his absence the acting chairman, shall conduct all meetings and may administer oaths and compel the attendance of witnesses. All meetings shall have minutes kept of its proceedings showing the vote, indicating such facts, and shall have records kept of its examinations and other official acts, all of which shall be filed immediately in the office of the board and shall be a public record. "Robert's Rules Of Order" shall be followed in the conduct of meetings whenever applicable. (Ord. 6-18-81A, 6-18-1981)