

# Section 704 Administration

## 704.1.3 Organization and Rules

- c) An alternate member ~~may~~ shall attend all meetings of the board and participate in its proceedings, but may vote only when he or she has been designated by the chairperson to sit for a member.
- d) An alternate who has not been designated to take the place of a regular member at a particular meeting is not a board member for the purposes of that meeting
  - a. The alternate member for this meeting is a member of the public and has no right to make motions, second them or vote.
  - b. The alternate member is allowed to make comments or ask questions only to the extent that members of the public are allowed to do this
  - c. The alternate should not be allowed to make comments once the board has begun its deliberations and decision-making process
- e) When a board member misses a public hearing or other board meeting at which substantive discussions of an application occur, they may continue to participate in the decision-making process without due process if they take the following steps:
  - a. Read hearing and meeting minutes, review any documents or other evidence submitted at those meetings, and listen to/watch any audio or video recordings of those meetings,
  - b. Prepare a written statement describing what the board member did to educate himself/herself about what occurred at the missed meeting,
  - c. Sign the statement and enter it into the record at the next meeting.
- f) If the board member does not proceed as stated in e) above, then the alternate designated to replace the absent board member at said public hearing or other board meeting shall participate in the decision-making process when the said application is continued to a following meeting or hearing.
- g) Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.
- h) The chairperson shall call a regular meeting of the board each month or when necessary to conduct normal business.
- i) No meeting of the board shall be held without a quorum consisting of three (3) members or alternate members authorized to vote. The board shall act by majority vote, calculated on the basis of the number of members present and voting.
- j) The board shall adopt rules for the transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.