

Procedures, Meetings, Records and Decisions

- A. Procedures The Board shall elect a chairman from its membership, shall appoint a secretary, and shall prescribe rules in accordance with the provisions of this Ordinance and any applicable laws of Maryland for the conduct of its affairs.
- B. Meetings 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, may administer oaths and compel the attendance of witnesses. All meeting of the Board shall be open to the public. Two members present shall constitute a quorum.
- C. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if a member is absent or fails to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Zoning Administrator and shall be a public record. All actions or decisions of the Board shall be taken by resolution in which two members, present during the proceedings, must concur. Each resolution shall contain or be appended to a statement of grounds and any findings forming the basis of such action or decision.