

**BUILDING BOARD OF APPEALS
CITY OF OWOSSO, MICHIGAN**

STANDING RULES

1. The Building Board of Appeals shall hold its regular monthly meetings on the fourth Thursday of each month when there are appeals to consider.
2. A quorum of three (3) appointed Board Members must be present to officially transact business at any regular or special meeting of this Building Board of Appeals. A simple majority of Board Members present making up the quorum shall decide all issues.
3. A Chairman and Vice-Chairman shall be elected by the Board Members from their numbers at the first meeting of the Board for each City fiscal year, (which begins July 1). Nominations shall be made by the members from the floor.
4. Special meetings may be called by the Chairman with prior notice to each Board Member of the meeting's purpose and date; such notice must be made at least five (5) days in advance of the meeting.
5. An agenda for each meeting shall be prepared at the direction of the Chairman and sent to each Board Member to be in his hands not later than (3) days, before the meeting. This agenda shall indicate any properties for which an appeal shall be heard.
6. Board Members are expected to attend 75% of all meetings. Each Board Member's attendance record for the fiscal year shall be a standard part of the minutes of each meeting.
7. All meetings of this Board shall begin at 7:30 p.m. and must end at 9:30 p.m. unless adjournment is postponed by action of the majority of the Members present.
8. Appeals Hearings shall be conducted in the following sequence - (names and addresses of the appellant or public shall be stated before making statements):
 1. The Chairman shall announce the case to be heard
 2. The Building Official shall present evidence and documentation concerning the property in question
 3. The appellant shall state his case and any evidence and documentation that he wishes to present
 4. Public comment shall be heard
 5. Board Member comments if any shall be made
 6. Board Member motion and a second to the motion shall be made and voted on

*No noted date of adoption