

# Abatement Appeals Board Bylaws and Rules of Procedure

Adopted: January 19, 2022

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## I. Abatement Appeals Board Officers

### A. President and Vice President

**1. Election.** At its first regular meeting in February each year, or the first meeting held thereafter, the AAB shall elect a President and a Vice President. At the meeting when the election is to be held, the presiding officer shall first call for public comment on the agenda item. The presiding officer shall then call for nominations from the AAB members for the office. No second is required for nominations. After all nominations are offered, the presiding officer shall close the nominations and the Board shall vote on the nominations in the order they were received. The first candidate to receive a majority of the votes is elected to the office. If no nominee receives a majority of the votes, then the presiding officer shall direct additional roll calls until a nominee receives a majority vote and is elected. At any time during the election process, the AAB members may, by majority vote, reopen nominations.

**2. Term.** The term of office for the President and the Vice President shall be one year, at the pleasure of the AAB, and until their successors are elected.

**3. Duties.** The President shall serve as the presiding officer at all meetings of the AAB, and shall perform all other duties necessary or incidental to the position. The presiding officer shall assure a fair hearing to all parties and that the Rules of Procedure are followed. In the event of the absence or incapacity of the President, the Vice President shall perform the President's duties.

**B. AAB Secretary.** The Director of Building Inspection shall serve as the AAB Secretary. The Director may appoint a staff member to serve as representative Secretary to the AAB to perform, in the Director's stead, the duties of coordinating the functions of the AAB, including processing appeals and preparing meeting agendas and minutes.

## II. Meetings

**A. Time and Place.** Regular meetings shall be open to the public and, unless otherwise noted, shall be held as scheduled on the third Wednesday of each month at 9:00 a.m.

**B. Quorum.** Four members of the AAB shall constitute a quorum. Any action of the AAB shall require the concurrence of four members.

**C. Communications with the AAB.** The AAB is a quasi-adjudicatory body whose decisions are rendered based on the evidence that is before the AAB in the public

record. In order to preserve the fairness and integrity of the AAB's proceedings, any written communications to the AAB containing information or evidence pertaining to an appeal pending before the AAB must be submitted through the AAB Secretary, and not sent to individual AAB members. If an AAB member receives a written communication relating to a pending appeal, the member shall forward that communication to the Commission Secretary for appropriate response.

**D. Parliamentary Procedure.** At the discretion of the President, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

**Amendment of Rules.** These Bylaws and Rules of Procedure may be amended by the AAB at any Regular Meeting by a majority vote following a public hearing, provided that at least 10 days public notice is given.