

6.3 MEETINGS -

6.31 - Meetings of the Board of Zoning Adjustments shall be held at the call of the Chairman, or any two (2) members of the Board, who shall give written notice seven (7) days prior to the meeting, and at such other times as the Board may determine. All meetings of the Board shall be open to the public. The Board shall adopt by-laws and shall keep records of applications and action thereon, which shall be a public record.

6.32 - A simple majority of the total membership of a Board of Zoning Adjustment as established by regulation or agreement shall constitute a quorum. Any member of a Board of Zoning Adjustment who has any direct or indirect financial interest in the outcome of any question before the body shall disclose the nature of the interest and shall disqualify himself from voting on the question.

6.33 - All Boards of Adjustments shall keep minutes and records of all proceedings, including regulations, transactions, findings, and determining, and the number of votes for and against each question, and if any member is absent or abstains from voting, indicating that fact, all of which shall, immediately after the adoption, be filed in the office of the Board. If the Board has no office, such records shall be kept in custody of the County Clerk and shall be available to the general public.