

**Sec. 8-3162. Officers; meetings; quorum; minutes; procedures generally.**

The board of appeals shall elect one of its members as chairperson and another of its members as vice-chairperson. The chairperson and vice-chairperson shall serve for one year or until either or both are reelected or either or both of their successors are elected. No elected officer shall serve more than two consecutive terms in the same office. The board of appeals shall appoint a secretary who may be an officer or employee of the city or of the planning commission. The board of appeals shall have authority to adopt rules of procedure. Meetings of the board of appeals shall be held at the call of the chairperson and at such other times as the board may determine. Three members of the board shall constitute a quorum. The chairperson, or in his absence the vice-chairperson, may administer oaths and compel the attendance of witnesses by subpoena.

The board of appeals shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing 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 board and shall be a public record. The decision of the board of appeals shall be by resolution, which resolution shall contain a statement of the grounds of its decision or action. The full text of the resolution shall be sent to the appellant. No appeal requesting the same relief in regard to the same property shall be received or heard by the board of appeals for a period of 12 months following the date of such resolution, except that this limitation shall not affect the right of the board to grant a rehearing as provided in the rules of procedure adopted by the board.