

**Board of Building Regulation Appeals**  
**Procedural Rules of Procedure – July 13, 2006 April 26, 2017**

1. Regular meetings of the Board are scheduled for the ~~second last Thursday-Wednesday~~ of ~~January and July of the first month of each quarter. (January, April, July, October)~~ -or monthly as needed at a time and location identified on the agenda.
2. Special meetings of the Board may be called by the Chair or Vice-Chair in the Chair's absence. ~~The Chair of Vice Chair may ask the Secretary to poll the Board for an acceptable time for a special meeting~~Special meetings will be held on the last Wednesday of the month. The Secretary shall draft, post, and distribute an agenda for each special meeting and give notice of the meeting as required by the Ralph M. Brown Act.
3. The Chair shall be appointed by the majority vote of the Board ~~is appointed by the Mayor with approval from the remainder of the City Council.~~ at the regular meeting each January. The Chair shall serve a one-year term.
4. ~~At the regular meeting each July,~~ The Vice-Chair shall be appointed by the majority vote of the Board at the regular meeting each January. The Vice-Chair shall serve a one-year term.
5. ~~The Board shall develop an annual report of its activities during the previous calendar year and submit it to the City Council in May of each year.~~
- 6.5. When a new member of the Board is appointed, the Secretary will inform the new member of the functions, duties, and procedures of the Board.
- 7.6. The City of Santa Rosa, as needed, shall furnish copies of relevant codes to members of the Board.