**Section 3045.70 Review by Advisory Board**

a) All applications for grants from the Off-Highway Vehicle Trails Fund shall be reviewed by the five member Off-Highway Vehicle Trails Advisory Board. The Board shall, after review, make a written recommendation to the Director of the Department of Natural Resources on each grant application reviewed.

b) The Advisory Board shall:

1) meet a minimum of twice annually with additional meetings called as needed;

2) use Robert's Rules of Order as a guideline for conducting meetings;

3) elect a Chairperson and Vice-Chair during the first meeting of the year to serve a one-year term. The Chair may serve no more than 2 consecutive terms;

4) elect two members to serve on the Greenways and Trails Council for one year. These members may be elected to consecutive terms;

5) utilize the Department appointee as Secretary to the Board and as liaison between the Board and the Department. The Secretary shall vote only in case of a tie;

6) require a simple majority of the Board members present at a meeting to pass a motion. A Board member who is unable to attend a Board meeting may send a representative to vote in the absent member's place. The absent member must provide written authorization for a representative for each meeting the representative is authorized to attend or vote. The representative must be from the same organization as the absent member; and

7) allow reasonable time for public comment at each meeting, as deemed appropriate by the chair, prior to final consideration and action by the Board on any agenda item.