

CARROLL COUNTY, IOWA, BOARD OF REVIEW

PERMANENT RULES OF PROCEDURE

1. All meetings of the Carroll County Board of Review will be held according to Chapter 21, Code of Iowa, Official Meetings Open to Public.
2. Each petitioner who wishes an oral hearing must make his request for same at the time of filing his written petition.
3. Each petitioner will be notified of his time for appearance by the Carroll County Assessor's Office. Each petitioner will be allotted ten (10) minutes to present his case. Additional properties will be allowed additional time.
4. A petitioner who fails to keep his appointment with the Board without notifying the Assessor's Office of his inability to meet with the Board at his specific time will be considered to have waived his right to an oral hearing.
5. The order of appointments will be as near as possible according to the filing of the petitions.
6. Petitions with incomplete legal descriptions will be considered invalid by the Board and will be denied.
7. Requests for group hearings before the Board will be at the Board's discretion.
8. The Board will hear the petitioners and take appeals under advisement prior to making a decision. The petitioner will be notified of the Board's final decision in writing.
9. Each petitioner will be allowed only one hearing before the Board.
10. Hearings may be tape recorded at the Board's discretion.
11. These rules are subject to modification by a majority vote of the Board.
12. The Clerk of the Board is to note the time limit to the petitioner at the beginning of his hearing.

Approved May 25, 2006