

Opening the Board of Review

- tape recording the entire session
- roll call
- election of chair
- clerk is a voting member
- training requirement
- notices posted and published
- assessment roll received

Opening (continued)

- clerk and board reviewed the roll
- open book session (assessor's required presence)
- importance of knowing level of assessment
- verify assessor signed affidavit, mailed change notices, and had Guides available
- scheduling objections and meetings
- request for removal of a board member and alternate