

the Secretary, by regulations, provides for review by the Board. The Board shall report at least annually to the Secretary and its report shall incorporate a summary of appeals heard and the determinations thereof by categories. No member of the Board shall participate in any determination nor vote in any proceeding as to which he has, directly or indirectly, a private interest.

(d) The Governor, upon the recommendation of the majority of the Board or upon the recommendation of the Secretary, may remove any member of the Board for one or more of the following:

(1) Conviction of a crime involving moral turpitude, or of any criminal offense the effect of which is to prevent or interfere with the performance of Board duties.

(2) Failure to attend regularly scheduled meetings of the board.

(3) Failure to carry out duties assigned by the Board or its Chairman.

(4) Acceptance of other office or the conduct of other business conflicting with or tending to conflict with performance of Board duties.

257G.

(a) Any person aggrieved by any decision or action or failure to act on the part of the Secretary or any department or other agency within the Department of Economic and Community Development for which an appeal to the Board of Review of the Department of Economic and Community Development is provided by Section 257F of this Article, shall be entitled to appeal in the manner hereinafter set forth, provided however, that prior to the commencement thereof the person so aggrieved shall make known the basis of the complaint to the person or persons responsible for the decision or the conduct of the action or of the withholding of the action, as the case may be, together with a request that the same be reviewed. If a satisfactory resolution has not occurred within thirty (30) days thereafter, the complainant may proceed as follows:

(1) Any complainant seeking further review shall set forth the nature of the complaint in writing, wherein it shall be outlined in detail with a full description of all facts and circumstances pertinent thereto. The complaint shall be filed with the Chief Executive Officer of the department, Division, or other agency to which application for review is made, if there be one, but if there be none, then with any member of its governing body. Receipt of such complaint shall be promptly acknowledged in writing and a copy transmitted to the Secretary of Economic and Community Development. The department or other agency shall then proceed to investigate the complaint. Subject to such extensions of time as the parties may agree upon, a decision shall be rendered in writing and a copy thereof sent to the complainant within thirty (30) days of the filing of the complaint. A record shall be kept of all complaints and their disposition which shall be open to public inspection during regular business hours.

(2) A party aggrieved by an adverse decision of action or failure to take action within the time prescribed by subsection (1) of this section, may file an appeal to the Board of Review of the Department of Economic and Community Development. The Board shall adopt