

**543—1.2(25A) Meetings of board.** The board shall meet at a time and place fixed by the chairman or a majority of the board.

**1.2(1) *Orders of board.*** The board shall be considered in continuous session for the purpose of entering orders, issuing determinations and making awards.

**1.2(2) *Quorum.*** A majority of the membership of the board shall constitute a quorum for the transaction of all business. But the compromise, settlement or allowance of any claim in an amount larger than \$5,000 shall require the approval of all members of the board and of the district court of Polk County.

**1.2(3) *Executive secretary.*** The director of the department of management shall appoint an employee of the office to serve as executive secretary of the board.