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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.