

3 AAC 306.925. Submissions to the board. Except as otherwise specifically provided in this chapter, applications and communications of a formal nature must be submitted in writing, upon prescribed forms as appropriate, to the board at its main office, and are not considered timely filed until received there.

3 AAC 306.930. Staff. (a) The director of the board is responsible for the management of the board's offices, the administration of the board's functions and the enforcement of AS 17.38 and this chapter.

(b) The director will employ and supervise necessary clerical and investigative personnel and will prescribe their duties and authority.

(c) The director will prescribe forms for application for new licenses, transfers, renewals and for endorsements, petitions, and other necessary documents.

3 AAC 306.935. Conduct of board meetings. (a) The board will, at the first meeting of each calendar year, select a chair from among its members to preside over board meetings during the ensuing year.

(b) The board will meet at the call of the chair after reasonable public notice is given.

(c) For the purposes of AS 17.38.093(b), the "whole membership" is all persons appointed and serving as members of the board. If necessary, the director shall cast a tie-breaking vote with the consent of the board executed at the beginning of the meeting.

(d) The director is responsible for preparing an informative agenda for each board meeting. A copy of the agenda will be available for inspection by persons who request it.

3 AAC 306.940. Public comment at board meetings. (a) At its public meetings, the board will receive public comment upon items of agenda business and other issues of public interest related to commercial marijuana establishments, including the conduct of business by

licensees and the compliance by licensees and others with the statutes and regulations related to commercial marijuana establishments. Public comment may also be submitted to the board in writing by any person at any time, however comment on a proposed regulation must be made within the time provided in the public notice for the proposed regulation.

(b) The right to be heard provided for in this section does not constitute intervention in a proceeding or exhaustion of an administrative remedy.