**Section 150.640 Motions**

a) Prior to the commencement of the hearing, any party may present written motions that are relevant and directed to matters of concern to the proceedings. All motions shall be filed with the Board and served upon all parties, and shall contain:

1) A specific statement of the matter of concern,

2) A statement of the specific relief or order sought,

3) A statement of the facts and authority which support the relief or order sought.

b) Motions shall be acted on by the Board or a Hearing Officer duly appointed for the proceeding. A written order expressing the Board's action thereon shall be served on all parties and shall be entered in the official record of the proceeding.