

TITLE I
GENERAL SOCIETY PROCEDURES

CHAPTER 1
DESCRIPTION OF ORGANIZATION

[Prior to 5/31/89, see Historical Department[490] Chs 1, 2, 5, 10 and Historical Division[223] Ch 13]

223—1.1(303) Purpose. This chapter describes the purposes of the society; the service locations, internal organization, and procedures through which the public may obtain services; and the board of trustees of the society.

223—1.2(17A,303) Definitions. The definitions listed in Iowa Code section 17A.2 shall apply for terms as they are used throughout this chapter. In addition, the following definitions apply:

“*Administrator*” means administrator of the historical division of the department of cultural affairs.

“*Board*” means the board of trustees of the society.

“*Board of trustees of the society*” means the 12-member advisory board of the historical division of the department of cultural affairs.

“*Bureau*” means a subdivision within the historical division of the department of cultural affairs.

“*Historical division*” means the division of the department of cultural affairs, also termed the society.

“*Iowa historical foundation*” means the not-for-profit corporation created to provide financial support to the state historical society of Iowa in accordance with Iowa Code subsection 303.7(4).

“*Society*” means state historical society of Iowa.

“*Trustees*” means the board of trustees of the society.

223—1.3(303) Mission. The mission statement of the society states:

The state of Iowa is obligated to assist its citizens in identifying themselves, individually and collectively, in place and time. To understand Iowa history is to understand how we have become who we are and how we can shape who we are yet to become. Knowledge of Iowa history is essential to realize our potential as individuals and as a society.

The state historical society of Iowa, the historical division of the department of cultural affairs, is the state agency created and empowered by the general assembly as the official trustee of Iowa’s human heritage. The society has the responsibility and authority to:

- Identify, record, collect, preserve, and manage the manifestations of Iowa’s history;
- Interpret and disseminate Iowa history;
- Conduct, stimulate, produce, and share scholarly research on Iowa history;
- Promote and coordinate the teaching of Iowa history; and
- Advocate the preservation and stewardship of Iowa’s historical resources.

223—1.4(303) Administrator and bureaus.

1.4(1) Administrator. The administrator of the society is appointed by the director of the department of cultural affairs and serves at the director’s pleasure. The administrator selects all society personnel and manages the operation of all society programs and facilities. The society operates volunteer and internship programs in all bureaus. Inquiries may be directed to the chief of the appropriate bureau or the administrator. The administrator operates from offices located at the State Historical Building, Capitol Complex, Des Moines, Iowa, telephone (515)281-8837.

1.4(2) Bureaus. The society may organize its activities into any number of bureaus to promote Iowa history.

223—1.5(303) Facilities management.

1.5(1) Location. The society operates two major facilities: The State Historical Building, 600 East Locust Street, Des Moines, Iowa 50319, (515)281-5111, and the Centennial Building, 402 Iowa Avenue, Iowa City, Iowa 52240, (319)335-3916—and ten historic sites: Abbie Gardner Cabin, Arnolds Park, Iowa 51331, (515)281-7650; American Gothic House, Eldon, Iowa 52554, (515)281-7650; Blood Run National Historic Landmark, Inwood, Iowa 51240, (515)281-7650; Edel Blacksmith Shop, Haverhill, Iowa 50120, (515)281-7650; Montauk Governor's Home, Union Sunday School, and Clermont Museum, Clermont, Iowa 52135, (319)423-7173; Plum Grove, Iowa City, Iowa 52240, (515)281-7650; Toolesboro Mounds National Historic Landmark, Wapello, Iowa 52653, (515)281-7650; and Western Historic Trails Center, 3434 Richard Downing Avenue, Council Bluffs, Iowa 51501, (712)366-4900.

1.5(2) Hours and days of operation. Public hours and days of operation shall be permanently posted at each society facility. The hours for all facilities shall be approved by the director of the department of cultural affairs, or designee, upon recommendation of the administrator of the society. Changes in the hours for a facility shall be effective upon 30 days' notice as posted at all sites.

1.5(3) Fees. Fees may be charged and collected by the society and shall be administered according to Iowa Code section 303.9. Fees may be charged for, but are not limited to, photocopying, census searches, photographic searches and reproduction, conservation and consultation services, artifact and specimen identification and reference, vital records searches and verification, admissions, and reference, consultation and technical services, and subscriptions. All fees charged by the society shall be approved by the director of the department of cultural affairs, or designee, upon recommendation of the administrator of the society and shall be effective upon 30 days' notice. This notice shall be a public posting in the facility. All fees shall be permanently posted.

1.5(4) Smoking. Smoking shall be prohibited in all facilities under the management of the society.

1.5(5) Food and drink. Consumption of food and beverages shall be prohibited in all society facilities except in specific areas designated by the director of the department of cultural affairs, or designee, upon recommendation of the administrator of the society.

1.5(6) Facilities use.

a. Individuals and groups. All facilities of the society are open to individuals in accordance with the posted schedule. Groups may arrange for educational tours by contacting the administrative office at each facility as noted in subrule 1.5(1). Prior arrangement is necessary for all educational tours. Fees may be applicable for group tours.

b. Building use—State Historical Building, Capitol Complex, Des Moines, Iowa 50319, (515)281-3159. All operations are in accordance with 450—subrule 1.6(3), Iowa Administrative Code.

(1) *Facilities available.* The society may rent the auditorium, atrium, two educational rooms, Terrace Cafe, and outside patios. Details concerning room size, rental rates for day and evening functions, and scheduling may be obtained from the Facilities Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-8864.

State agencies and divisions of state agencies shall not be assessed building rental fees as noted in this subrule for meetings of an official nature during regular business hours.

(2) *Rental contract.* In accordance with 450—1.6(6), the society may refuse to rent the facility for purposes that would be disruptive to official state business or the public health and welfare. Unlawful activity is prohibited.

The facility is inadequate for some forms of musical and theatrical entertainment. Questions may be referred to the Facilities Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-8864.

A contract for use of any part of the state historical building shall be executed seven days prior to the event. This contract shall identify, at a minimum, the group using the facility, purpose of the use, person or group legally responsible, rental fee to be assessed, security deposit, and exact date and time of the event. All contracts shall be initiated with the facilities coordinator of the society and approved by the administrator of the society or designee, the director of the department of cultural affairs or designee, and the director of the department of general services or designee.

(3) *Use of alcoholic beverages.* Alcoholic beverages may be served at functions in the state historical building if a fully approved application is executed seven days prior to the event. Application forms are available from the Facilities Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-8864. In addition to the information required in the rental contract, this application shall attest that all laws of the state of Iowa and the city of Des Moines pertaining to alcoholic beverages shall be obeyed and that all liability rests with the group using the facility. All alcoholic beverage service shall be provided by the blind commission vendor who operates the Terrace Cafe.

(4) *Liability.* All individuals and groups renting the facility for any use shall agree in writing to abide by the "hold harmless" clause specified in both the facility contract and the application to serve alcoholic beverages, if applicable. This clause states: "It is hereby agreed by and between the parties that the renter requesting use of the state historical building, Des Moines, shall be entirely and solely responsible for its acts and the acts of its agents and employees while engaged in activities at the state historical building as covered by this agreement. The renter agrees for itself, successors, or assigns to indemnify and hold harmless the state historical society of Iowa and the state of Iowa absolutely and without limit against all claims, demands, suits, or judgments asserted, made, or recovered by any or all persons on account of the negligent acts or omissions of the renter, its agents or employees (including liability under Iowa Code section 123.92—dramshop Act), arising out of the use of the state historical building as herein provided. The renter further agrees to abide strictly by the rules governing the use of the facilities. The undersigned also understands that the state historical society of Iowa reserves the right to change or cancel this contract with five working days' notice prior to the scheduled date of the event."

All individuals or groups renting the facility shall be liable for all damage to the facility. The renter shall be billed for the cost of repairs, extraordinary cleaning, and, if necessary, the collection of costs.

(5) *Group tours.* Tours of the state historical building and educational tours related to exhibits are available. Educational tours of the library and archives are available only on a prearranged basis. All tours during normal business hours are without fee to individuals and groups. Prior scheduling is necessary for all tours. Tours scheduled for nonbusiness hours require a fee to cover costs incurred by the society for additional staff and facilities. All inquiries and arrangements for museum tours may be directed to the Tour Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-5111. All inquiries and arrangements for library and archives tours may be directed to the State Archivist, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-5111.

c. Building use—Centennial Building, 402 Iowa Avenue, Iowa City, Iowa 52240, (319)335-3916.

(1) *Facilities available.* The society provides program services of the library and archives and the publications and education bureaus at this location. Meeting rooms and other facilities are available for use by groups.

(2) *Group tours.* Educational tours of the library and archives are available only on a prearranged basis. All inquiries and arrangements for tours may be directed to the Bureau Chief, Centennial Building, 402 Iowa Avenue, Iowa City, Iowa 52240, (319)335-3916.

d. Historic site use—Abbie Gardner Cabin, Arnolds Park, Iowa 51331, (712)332-7248 or (515)281-7650.

(1) *Hours and days of operation.* Visitation is from Memorial Day weekend through Labor Day weekend. Days and hours of operation shall be posted in accordance with subrule 1.5(2).

(2) *Site protection.* This site is protected under guidelines established in the Abbie Gardner Cabin management plan in accordance with the Secretary of the Interior's Standards for Historic Preservation. Copies of the plan and applications for use of the site for research shall be available from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650. All requests for research use of the site shall be reviewed by the historic sites coordinator and recommended for action to the administrator of the society within 30 days.

(3) *Parking.* Parking is permitted in designated areas at the site. No camping or picnicking shall be permitted at the site. Facilities for camping and picnicking exist nearby.

(4) *Pets.* Pets are not permitted in the buildings. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(5) *Group tours.* Tours by groups shall be available on a prearranged basis. All inquiries for tours between Memorial Day and Labor Day may be directed to the Site Manager, Abbie Gardner Cabin, Arnolds Park, Iowa 51331, (712)332-7248. Requests for tours at other times shall be directed to the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650.

(6) *Private use by groups.* The facilities are available for use by historical and cultural interest groups. Fees may be charged for private use of the site. Applicable fees shall be posted at the site in accordance with subrule 1.5(3). All inquiries between Memorial Day and Labor Day may be directed to the Site Manager, Abbie Gardner Cabin, Arnolds Park, Iowa 51331, (712)332-7248. Requests for use at other times shall be directed to the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650.

(7) *Admission fee.* No admission fee shall be charged at the site.

e. Historic site use—American Gothic House, Eldon, Iowa 52554. Information concerning this site may be obtained from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650.

(1) *Hours and days of operation.* No open public visitation exists for the facility. At all times the public may view the exterior of the house.

(2) *Site protection.* This site is protected by the society in accordance with the Secretary of the Interior's Standards for Historic Preservation. Copies of the guidelines and applications for use of the site shall be available from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319.

(3) *Parking.* No public parking is provided at the site. Parking is permitted nearby.

(4) *Pets.* Pets are not permitted in the buildings. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

f. Historic site use—Blood Run National Historic Landmark, Lyon County, Iowa 51240, (515)281-7650.

(1) *Hours and days of operation.* No open public visitation exists for this site. All access shall be arranged on a guided basis through the site manager (Executive Director, Lyon County Conservation Board, RR 1, Box 44, Inwood, Iowa 51240, (712)753-2313).

(2) *Site protection.* This site is protected under guidelines established in a law enforcement agreement between the society and the Lyon County Conservation Board in accordance with the Secretary of the Interior's Standards for Historic Preservation. Copies of the guidelines and applications for use of the site for research shall be available from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650. All requests for research use of the site shall be reviewed by the historic sites coordinator and recommended for action to the administrator of the state historical society of Iowa within 30 days.

g. *Historic site use*—Matthew Edell Blacksmith Shop, Haverhill, Iowa 50120, (515)281-7650.

(1) *Hours and days of operation.* Visitation is from Memorial Day weekend through Labor Day weekend. Days and hours of operation are posted in accordance with subrule 1.5(2).

(2) *Site protection.* The site is protected under guidelines established in cooperative agreements (28E) between the society, the Historical Society of Marshall County and the city of Haverhill in accordance with the Secretary of the Interior's Standards for Historic Preservation. Copies of the guidelines and applications for use of the site for research shall be available from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650. All requests for research use of the site shall be reviewed by the historic sites coordinator and recommended for action to the administrator of the society within 30 days.

(3) *Parking.* Parking shall not be permitted at the site. Public parking is available nearby. Picnicking is permitted at the site. Camping shall not be permitted.

(4) *Pets.* Pets shall not be permitted in the buildings. All pets on the grounds must be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(5) *Group tours.* Tours by groups shall be available only on a prearranged basis. All inquiries shall be directed to the Site Manager, Historical Society of Marshall County, Box 304, Marshalltown, Iowa 50158, (515)752-6664.

(6) *Private use by groups.* The historic structures shall be available for use by historical and cultural interest groups. A shelter house is available. Arrangements for use of the shelter house may be made by contacting the City Council, Haverhill, Iowa 50120, (515)475-3438.

(7) *Admission fee.* No admission fee shall be charged at the site.

h. *Historic site use*—Montauk, Union Sunday School, Clermont Museum, Clermont, Iowa 52135, (319)423-7173.

(1) *Hours and days of operation.* Montauk, Governor William Larabee's mansion, is open from Memorial Day weekend through October 31. The Clermont Museum and the Union Sunday School are open only by prior arrangement with the Site Manager, Montauk, Clermont, Iowa 52135, (319)423-7173. Days and hours of operation are posted in accordance with subrule 1.5(2).

(2) *Site protection.* Montauk is a state preserve. Management complies with all provisions of Iowa Code chapter 111B, and 575—Chapter 2, Iowa Administrative Code, and the articles of dedication for Montauk as a state preserve. In addition to these protections, the society requires that researchers wishing to use the site secure approval from the society. Applications for research use of the site shall be submitted in writing to the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650. All requests shall be reviewed by the site manager and the historic sites coordinator and recommended for action to the administrator of the society within 30 days.

(3) *Parking.* Parking is permitted at the sites in designated areas. No camping or picnicking shall be permitted at the sites. Facilities for camping and picnicking exist nearby.

(4) *Pets.* Pets are not permitted in the buildings. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(5) *Group tours.* Tours of all facilities shall be available on a prearranged basis. All inquiries for tours may be directed to the Site Manager, Montauk, Clermont, Iowa 52135, (319)423-7173.

(6) *Private use by groups.* The facilities are available on a prearranged basis for use by historical and cultural interest groups. Fees may be charged for private use of the sites. Applicable fees shall be posted at the site in accordance with subrule 1.5(3). All inquiries may be directed to the Site Manager, Montauk, Clermont, Iowa 52135, (319)423-7173.

(7) *Admission fee.* An admission fee is charged at Montauk. The fee schedule shall be posted at the site in accordance with subrule 1.5(3). Inquiries concerning fees may be directed to the Site Manager, Montauk, Clermont, Iowa 52135, (319)423-7173.

i. *Historic site use*—Plum Grove, Iowa City, Iowa 52240, (515)281-7650. Information concerning this site can be obtained from the site manager at the Johnson County Historical Society, 310 5th Street, Coralville, Iowa 52241, (319)351-5738.

(1) *Hours and days of operation.* Visitation is from Memorial Day weekend through Labor Day weekend. Days and hours of operation shall be posted in accordance with subrule 1.5(2).

(2) *Site protection.* The site is protected under guidelines established in cooperative agreement between the society and the Johnson County Historical Society in accordance with the Secretary of the Interior's Standards for Historic Preservation. Copies of the guidelines and applications for use of the site shall be available from the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319. All requests for research use of the site shall be reviewed by the historic sites coordinator and recommended for action to the administrator of the society within 30 days.

(3) *Parking.* Parking is available at the site. Picnicking is permitted at the site. Camping shall not be permitted.

(4) *Pets.* Pets shall not be permitted in the buildings. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner shall assume all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(5) *Group tours.* Tours by groups shall be available only on a prearranged basis. All inquiries for tours shall be directed to the Site Manager, Johnson County Historical Society, 310 5th Street, Coralville, Iowa 52241, (319)351-5738.

(6) *Private use by groups.* The facilities are available on a prearranged basis for use by historical and cultural interest groups. Fees may be charged for private use of the sites. Applicable fees shall be posted at the site in accordance with subrule 1.5(3). All inquiries may be directed to the Site Manager, Johnson County Historical Society, 310 5th Street, Coralville, Iowa 52241, (319)351-5738.

(7) *Admission fee.* No admission fee shall be charged at the site.

j. *Historic site use*—Toolesboro Indian Mounds National Historic Landmark, Toolesboro, Iowa 52653. Information concerning this site can be obtained from the site manager at the Louisa County Conservation Board, Box 261, 601 Highway 61 North, Wapello, Iowa 52653, (319)523-8351.

(1) *Hours and days of operation.* Visitation is from Memorial Day weekend to Labor Day weekend. Days and hours of operation shall be posted in accordance with subrule 1.5(2).

(2) *Site protection.* Toolesboro Indian Mounds National Historic Landmark is a state preserve. Management complies with all provisions of Iowa Code chapter 111B and 575—Chapter 2, Iowa Administrative Code, and the articles of dedication for Toolesboro Indian Mounds National Historic Landmark as a state preserve. In addition to these protections the society requires that researchers wishing to use the site secure approval from the society. Applications for research use of the site shall be submitted in writing to the Historic Sites Coordinator, State Historical Society of Iowa, Capitol Complex, Des Moines, Iowa 50319, (515)281-7650. All requests shall be reviewed by the historic sites coordinator and recommended for action to the administrator of the society within 30 days.

(3) *Parking.* Parking is permitted in designated areas at the site. No camping or picnicking shall be permitted at the site. Facilities for camping and picnicking are available near the site.

(4) *Pets.* Pets shall not be permitted in the buildings. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(5) *Group tours.* Tours by groups are available on a prearranged basis. All inquiries may be directed to the Site Attendant, Toolesboro Indian Mounds National Historic Landmark, Toolesboro, Iowa 52653, (319)523-8351.

(6) *Private use by groups.* The facilities are available on a prearranged basis for use by historical and cultural interest groups. Fees may be charged for private use of the site. Applicable fees shall be posted at the site in accordance with subrule 1.5(3). All inquiries shall be directed to the Site Manager, Louisa County Conservation Board, Box 261, 601 Highway 61 North, Wapello, Iowa 52653, (319)523-8351.

(7) *Admission fee.* No admission fee shall be charged at the site.

k. Historic site use—Western Historic Trails Center, Council Bluffs, Iowa 51501, (712)366-4900.

(1) *Hours and days of operation.* Visitation is daily except New Year's Day, Thanksgiving, and Christmas Day. Hours of operation are posted in accordance with subrule 1.5(2).

(2) *Parking.* Parking is permitted in designated areas at the site. No overnight parking and no camping shall be permitted at the site without written approval by the site manager.

(3) *Pets.* Pets are not permitted in the building. All pets on the grounds shall be on a leash and under the direct supervision of the owner. The owner assumes all liability for pets brought onto the grounds. Seeing Eye dogs shall be exempt from these restrictions.

(4) *Group tours.* Tours by groups, during normal days and hours of operation, shall be available on a prearranged basis. All inquiries for tours shall be directed to the Site Manager, Western Historic Trails Center, 3434 Richard Downing Avenue, Council Bluffs, Iowa 51501, (712)366-4900.

(5) *Admission fee.* No admission fee shall be charged at the site.

223—1.6(303) Board of trustees.

1.6(1) Function. The function of the society board of trustees is to advise the administrator of the society and to stimulate interest in the history of Iowa among the general public as well as other functions which are not contrary to the Iowa Code.

1.6(2) Composition. Two categories of membership exist for the board of trustees—elected and appointed:

a. Elected members. In compliance with Iowa Code subsection 303.4(1), three members of the board of trustees shall be elected. These members shall serve three-year, staggered terms of office.

The society board of trustees shall provide all society members with a written call for nominations at least 30 days before the board prepares a slate of candidates. The board shall provide up to three candidates per vacancy from the nominations and shall create and mail a ballot to all society members, establishing at least a 30-day period of voting. A space shall be provided on all ballots for write-in candidates. Each member of the society shall be entitled to one vote regardless of membership category. The board shall set a deadline for the postmarking of all ballots and shall accept no ballots postmarked after the deadline. Ballots shall be counted and reported to the society board of trustees by the secretary to the board and one person appointed by the chair of the board, who shall be neither a member of the society board of trustees nor an employee of the society. Elections shall take place between January 1 and June 30 during the year in which the vacancy occurs. The member-elect shall take office on July 1 following the election.

b. Appointed members. In compliance with Iowa Code subsection 303.4(2), the governor shall appoint nine members to the board. Terms of office shall be consistent with Iowa Code section 69.19.

1.6(3) Officers. Pursuant to Iowa Code section 303.6, the board of trustees of the society shall annually elect a chairperson and a vice chairperson from its membership. The administrator of the society serves as secretary to the board of trustees. Election of officers shall be held annually at the first meeting of the board following the installation of new members. Election is by a two-thirds vote of all board members.

1.6(4) Meetings. The board of trustees shall meet at least four times per year according to a schedule established by the board. The quorum necessary to conduct business shall be a two-thirds majority of all members. All meetings are open to the public under Iowa Code chapter 21, and in accordance with Robert's Rules of Order, Revised Edition. Public notice of all meetings shall be distributed to the news media. The tentative agenda for meetings shall be posted in society facilities 24 hours prior to commencement of any meeting in accordance with Iowa Code chapter 21.

1.6(5) Committees—appointment. Committees of the board of trustees may be appointed on an ad hoc basis by the chairperson of the board. Nonboard members may be appointed to committees.

1.6(6) Conflict of interest.

a. Definitions. The following definitions apply in this subrule:

“*Affinity*” means the relationship of a spouse.

“*Consanguinity of the second degree*” means a blood relationship of the second degree such as a brother/sister, grandparent, grandchild.

“*Contract*” means any claim, account, job of work, provision of materials, or manuscript submitted for remuneration.

b. Board members shall not have an interest, either direct or indirect, personally or by affinity, in any contract in which the society is or might become a party.

c. Notwithstanding paragraph “*b*” above, the board member who has the interest, either direct or indirect, within the second degree of consanguinity, in any contract in which the society is or might become a party shall disclose the interest to the board. The interest shall be noted in the minutes of a board meeting. When the contract requires board action the affected member shall not participate in any discussion or action by the board with respect to the contract. The affected member shall be disqualified from voting on the contract issue by reason of the conflict. The quorum of the board shall not be changed as the result of a conflict of interest disqualification.

223—1.7(303) Gifts, bequests, endowments. The department of cultural affairs, acting on behalf of the society, may accept private gifts, bequests, and endowments with such gifts credited to the account of the society. Gifts, bequests, and endowments shall be used in accordance with the desire of the donor as expressed at the time of the donation. Undesignated funds shall be credited to the society's general fund and used for projects and activities of the society as recommended by the administrator of the society.

223—1.8(303) Public and private grants and donations. The department of cultural affairs, acting on behalf of the society, may apply for and receive funds from public and private sources. Receipts from these grants shall be credited to the account of the society and used in accordance with the stipulation of the grants contract.

223—1.9(303) Sale of mementos. The department of cultural affairs, acting on behalf of the society, may sell mementos or other items relating to Iowa and its history at its facilities.

1.9(1) Private vendors. The department of cultural affairs, acting on behalf of the society, may enter into rental and lease agreements with private vendors for the purpose of selling mementos. Selection of vendors shall be approved by the director of the department of cultural affairs, or designee, upon recommendation of the administrator of the society, following the bid process established by Iowa Code section 18.6. Private vendors leasing retail space from the society shall consult with a review committee appointed by the administrator of the society. The purpose of the review committee shall be to ensure that the items offered for sale properly reflect the mission of the society.

1.9(2) Income. All income derived from rental or lease agreements, sales, and fees shall be deposited with the state treasurer and credited to the society as provided in Iowa Code section 303.9.

These rules are intended to implement Iowa Code sections 303.1A, 303.2 and 303.4 to 303.18.

[Filed 7/2/75]

[Filed 7/15/75]

[Filed 9/14/76, Notice 6/14/76—published 10/6/76, effective 11/10/76]

[Filed 6/22/77, Notice 5/18/77—published 7/13/77, effective 6/12/78]

[Filed 10/14/77, Notice 4/20/77—published 11/2/77, effective 12/7/77]

[Filed 4/13/78, Notice 3/8/78—published 5/3/78, effective 6/12/78]

[Filed emergency 8/15/80—published 9/3/80, effective 9/1/80]

[Filed emergency 10/30/87—published 11/18/87, effective 10/30/87]*

[Filed 2/19/88, Notice 11/18/87—published 3/9/88, effective 4/13/88]

[Filed 5/12/89, Notices 11/30/88, 12/28/88, 4/5/89—published 5/31/89, effective 7/5/89]

[Filed 6/21/91, Notice 3/20/91—published 7/10/91, effective 8/14/91]

[Filed emergency 12/2/93—published 12/22/93, effective 12/2/93]

[Filed 1/27/94, Notice 12/22/93—published 2/16/94, effective 3/23/94]

[Filed 10/2/98, Notice 8/26/98—published 10/21/98, effective 11/25/98]

CHAPTER 2

Reserved

*Filed as 229—Ch 13, IAB 3/9/88