

**264—2.3(80GA, HF692, HF683) Board procedures.**

**2.3(1) Meetings and agendas.** Meetings of the board, committee, advisory board and marketing board are generally held monthly at the offices of the department which are located at 200 East Grand Avenue, Des Moines, Iowa. By notice of the regularly published meeting agenda, the board, committee, advisory board and marketing board may hold regular or special meetings at other locations within the state. Meeting agendas are available on the department's Web site at [www.iowasmartidea.com](http://www.iowasmartidea.com).

**2.3(2) Meeting procedures.**

*a.* Any interested party may attend and observe board, committee, advisory board and marketing board meetings except for such portion as may be closed pursuant to Iowa Code section 21.5.

*b.* Observers may use cameras or recording devices during the course of a meeting so long as the use of such devices does not materially hinder the proceedings. The chairperson may order that the use of these devices be discontinued if they cause interference and may exclude any person who fails to comply with that order.

*c.* Open session and closed session proceedings are electronically recorded. Minutes of open meetings are available for viewing at the department's offices or through the Web site at [www.iowasmartidea.com](http://www.iowasmartidea.com).

**2.3(3) Board committees.** The board chairperson may appoint committees deemed necessary to accomplish the work of the board. The following committees have been appointed to assist the board: strategic plan committee, administrative rules committee, applications and other forms committee. These committees may be dissolved as deemed appropriate by the chairperson, and other committees may from time to time be appointed for specific purposes.