

VOLUNTEER SERVICE, IOWA COMMISSION ON[817]

Notice of Intended Action

**Proposing rulemaking related to organization and operation
and providing an opportunity for public comment**

The Iowa Commission on Volunteer Service hereby proposes to rescind Chapter 1, “Organization and Operation,” Iowa Administrative Code, and to adopt a new Chapter 1 with the same title.

Legal Authority for Rulemaking

This rulemaking is proposed under the authority provided in Iowa Code chapter 15H.

State or Federal Law Implemented

This rulemaking implements, in whole or in part, Iowa Code chapter 15H and Executive Order 10.

Purpose and Summary

This proposed chapter describes the organization and operation of the Commission, including the offices where and the means by which any interested person may obtain information or make requests.

This proposed chapter was reviewed pursuant to Executive Order 10. As a result, the Department of Health and Human Services removed redundant language and eliminated restrictive terms.

Regulatory Analysis

A Regulatory Analysis for this rulemaking was published in the Iowa Administrative Bulletin on April 29, 2026. A public hearing was held on the following date(s):

- May 19, 2026

Fiscal Impact

This rulemaking has no fiscal impact to the State of Iowa.

Jobs Impact

After analysis and review of this rulemaking, no impact on jobs has been found.

Waivers

Any person who believes that the application of the discretionary provisions of this rulemaking would result in hardship or injustice to that person may petition the Department for a waiver of the discretionary provisions, if any, pursuant to 441—Chapter 2504.

Public Comment

Any interested person may submit written or oral comments concerning this proposed rulemaking, which must be received by the Department no later than 4:30 p.m. on June 30, 2026. Comments should be directed to:

Victoria L. Daniels
Department of Health and Human Services
Lucas State Office Building
321 East 12th Street
Des Moines, Iowa 50319
Phone: 515.829.6021
Email: compliancerules@hhs.iowa.gov

Public Hearing

Public hearings at which persons may present their views orally or in writing will be held as follows:

June 30, 2026 10 to 10:30 a.m.	Microsoft Teams Meeting ID: 229 255 924 058 729 Passcode: PQ7BW33e
June 30, 2026 2 to 2:30 p.m.	Microsoft Teams Meeting ID: 295 119 285 641 869 Passcode: dg9Sa9Q2

Persons who wish to make oral comments at a public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rulemaking.

Any persons who intend to attend a public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Department and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rulemaking action is proposed:

ITEM 1. Rescind 817—Chapter 1 and adopt the following **new** chapter in lieu thereof:

CHAPTER 1 ORGANIZATION AND OPERATION

817—1.1(15H) Organization and operation of the commission.

1.1(1) *Location.* The commission is located at 321 East 12th Street, Des Moines, Iowa 50319. The telephone number is 1.800.308.5987. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

1.1(2) *The commission.* The commission consists of 15 to 25 voting members pursuant to Iowa Code section 15H.3.

1.1(3) *Meetings.* The commission shall meet at regular intervals at least four times annually. Additional meetings may be called at the discretion of the chairperson. All meetings are open to the public in accordance with Iowa Code chapter 21.

a. Chairperson. The chairperson of the commission presides at each meeting. Members of the public may be recognized at the discretion of the chairperson.

b. Public notice. The commission will give advance public notice of the time and place of each commission meeting in accordance with Iowa Code section 21.4.

c. Quorum. A quorum consists of half of the current voting members of the commission plus one. When a quorum is present, a position is carried by an affirmative vote of the majority of commission members eligible to vote. A commissioner is eligible to vote in person or by telephone.

d. Termination. Any commissioner who does not attend three or more consecutive regular meetings or who attends less than one-half of the regular meetings within a 12-month period will be considered to have resigned from the commission.

e. Resignations. A commissioner wishing to resign may do so by submitting a letter of resignation to the governor and sending a copy to the commission chairperson.

f. Public presentations. A specific time is set aside at each meeting for the public to address the board. As a general guideline, a limit of five minutes will be allocated for each of these presentations.

If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. To address the board, individuals are encouraged to notify the commission staff at least 72 hours in advance of the meeting.

1.1(4) Minutes. The minutes of all commission meetings will be recorded and kept in the commission office.

1.1(5) Records. The records of all of the business transacted and other information with respect to the operation of the commission are public records and will be kept on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. Copies of records may be obtained in accordance with Iowa Code chapter 22.

1.1(6) Submission and requests. Inquiries, submissions, petitions, and other requests directed to the commission shall be made by letter addressed to the executive director at the address listed in subrule 1.1(1). Any person may petition for a written or oral hearing before the commission. All requests for a hearing must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

1.1(7) Committees. The chairperson may establish committees, including an executive committee that may conduct commission business as necessary between scheduled meetings. The chairperson may appoint commissioners and noncommissioners to serve on the committees. Noncommissioners shall not serve on the executive committee.

This rule is intended to implement Iowa Code chapter 15H.