

VOLUNTEER SERVICE, IOWA COMMISSION ON[817]

Regulatory Analysis

Notice of Intended Action to be published: 817—Chapter 1
“Organization and Operation”

Iowa Code section(s) or chapter(s) authorizing rulemaking: 15H
State or federal law(s) implemented by the rulemaking: Iowa Code chapter 15H

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

May 19, 2026
10 a.m.

Microsoft Teams
Meeting ID: 255 692 208 678 60
Passcode: vo97ff7g

Public Comment

Any interested person may submit written or oral comments concerning this Regulatory Analysis, which must be received by the Department of Health and Human Services (Department) no later than 4:30 p.m. on the date of the public hearing. Comments should be directed to:

Victoria L. Daniels
321 East 12th Street
Des Moines, Iowa 50319
Phone: 515.829.6021
Email: compliancerules@hhs.iowa.gov

Purpose and Summary

This proposed chapter describes the organization and operation of the Iowa Commission on Volunteer Service (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 deleted redundant language and eliminated restrictive terms.

Analysis of Impact

1. Persons affected by the proposed rulemaking:

• **Classes of persons that will bear the costs of the proposed rulemaking:**

There are no costs associated with this proposed rulemaking.

• **Classes of persons that will benefit from the proposed rulemaking:**

Members of, and individuals seeking information on, the Commission will benefit from the structure outlined in this proposed rulemaking.

2. Impact of the proposed rulemaking, economic or otherwise, including the nature and amount of all the different kinds of costs that would be incurred:

• **Quantitative description of impact:**

This proposed chapter has no quantitative impact.

• **Qualitative description of impact:**

Members of, and individuals seeking information on, the Commission will benefit from the structure outlined in this proposed rulemaking.

3. Costs to the State:

• **Implementation and enforcement costs borne by the agency or any other agency:**

The Department incurs personnel and other administrative costs associated with this proposed chapter. The Commission reimburses the Department for all personnel and other administrative costs.

• **Anticipated effect on State revenues:**

This proposed chapter has no impact on State revenues.

4. Comparison of the costs and benefits of the proposed rulemaking to the costs and benefits of inaction:

The information in this proposed chapter is in addition to what may be obtained from the Commission's website.

5. Determination whether less costly methods or less intrusive methods exist for achieving the purpose of the proposed rulemaking:

Rulemaking is an appropriate way to set forth the information in this proposed chapter.

6. Alternative methods considered by the agency:

• **Description of any alternative methods that were seriously considered by the agency:**

Not applicable.

• **Reasons why alternative methods were rejected in favor of the proposed rulemaking:**

Not applicable.

Small Business Impact

If the rulemaking will have a substantial impact on small business, include a discussion of whether it would be feasible and practicable to do any of the following to reduce the impact of the rulemaking on small business:

• Establish less stringent compliance or reporting requirements in the rulemaking for small business.

• Establish less stringent schedules or deadlines in the rulemaking for compliance or reporting requirements for small business.

• Consolidate or simplify the rulemaking's compliance or reporting requirements for small business.

• Establish performance standards to replace design or operational standards in the rulemaking for small business.

• Exempt small business from any or all requirements of the rulemaking.

If legal and feasible, how does the rulemaking use a method discussed above to reduce the substantial impact on small business?

This proposed rulemaking has no impact on small business.

Text of Proposed Rulemaking

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.