

COUNTY FINANCE COMMITTEE[547]

Rules transferred from agency number 292 to 547 under the “umbrella” of Management Department pursuant to 1986 Iowa Acts, chapter 1245, section 116.

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CHAPTER 1
GENERAL PROVISIONS
[Prior to 5/4/88, see County Finance Committee [292] Ch 1]

Chapter rescission date pursuant to Iowa Code section 17A.7: 2/25/31

547—1.1(333A) Definitions.

“*Committee*” means the county finance committee established in Iowa Code section 333A.2.

“*Committee’s mailing address*” is Iowa Department of Management, State Capitol, Des Moines, Iowa 50319.

“*County budget*” means the budget adopted by the board of supervisors pursuant to Iowa Code chapter 331.

“*County official*” means members of the committee referred to as “county official,” which may be either a county officer designated in Iowa Code section 39.17 or a member of the board of supervisors as designated in Iowa Code section 39.18.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.2(333A) Organization and administration.

1.2(1) Purpose. The purpose of the county finance committee is to administer the provisions of Iowa Code section 333A.2 and to make recommendations to the governor, the general assembly, and county officials concerning county budgets and finance.

1.2(2) Membership. The selection, appointment, and approval of the county finance committee members are made as provided in Iowa Code section 333A.2.

1.2(3) Officers. The officers of the committee consist of chairperson and vice chairperson.

1.2(4) Subcommittees. The committee may establish temporary subcommittees to research and investigate items of business for the committee.

1.2(5) Office location. The director of the department of management provides office space, staff assistance, and necessary supplies and equipment as provided by law.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.3(333A) Meetings.

1.3(1) Organizational meeting. The organizational meeting of the committee will be held at the call of and at a place designated by the chairperson. The officers serve until their successors are appointed.

1.3(2) Other meetings. Meetings may be called by the chairperson of the committee or a majority of its members.

1.3(3) Conduct of meetings. Meetings of the committee will be conducted in accordance with Robert’s Rules of Order insofar as not incompatible with the laws of the state of Iowa governing this committee or its own resolutions as to its conduct.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.4(333A) Secretary’s duties.

1.4(1) Notice of meeting. Notice will be given of the time and place of each meeting by the committee’s secretary.

1.4(2) Meeting minutes. Minutes will be kept of all proceedings of each meeting by the committee’s secretary, and the minutes will constitute the official record of all committee actions.

1.4(3) Mailing list. A current list of committee members, including the members’ addresses, telephone numbers and terms of office, will be maintained by the secretary.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.5(333A) Compensation. Committee members are to be compensated as provided in Iowa Code section 333A.3.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.6(333A) Studies and reports. At least five members of the committee are needed to approve any guidelines, comments, recommendations and proposed legislation.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.7(333A) County budgets. County budgets will be prepared in accordance with the provisions of Iowa Code section 331.434.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

547—1.8(333A) Annual financial reports. County annual financial reports will be prepared in accordance with the provisions of Iowa Code section 331.403.

[ARC 0006D, IAB 1/21/26, effective 2/25/26]

These rules are intended to implement Iowa Code section 333A.2.

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[Filed emergency 4/15/88—published 5/4/88, effective 4/15/88]

[Filed ARC 0006D (Notice ARC 9675C, IAB 11/12/25), IAB 1/21/26, effective 2/25/26]

CHAPTER 2
ORGANIZATION AND ADMINISTRATION
[Prior to 5/4/88, see County Finance Committee[292] Ch 2]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

547—2.1(333A) Description.

2.1(1) Purpose. The purpose of the county finance committee is to administer the provisions of Iowa Code section 333A.2 and to make recommendations to the governor, the general assembly and county officials concerning county budgets and finance.

2.1(2) Membership. The selection, appointment and approval of the county finance committee members are made as provided in Iowa Code section 333A.2. Upon a vacancy on the committee the chairperson shall notify either the governor or legislative council that a new appointment is required.

2.1(3) Officers. The officers of the committee shall consist of chairperson, vice chairperson and secretary.

2.1(4) Subcommittees. The committee may establish temporary subcommittees to research and investigate items of business for the committee. These rules shall govern the deliberations of the subcommittee where applicable. Subcommittee members shall be appointed by the chairperson in conformity to Robert's Rules of Order. Subcommittee members need not be members of the committee. They shall be reimbursed for expenses in the same manner as committee members.

2.1(5) Office location. The director of the office of management shall provide office space, staff assistance and necessary supplies and equipment as provided by law. The Office of Department of Management, State Capitol, Des Moines, Iowa 50319 shall be the official address of the committee.

547—2.2(333A) Meetings.

2.2(1) Organizational meeting. The organizational meeting of the committee shall be held at the call of and at a place designated by the chairperson. The officers shall be elected at such time to serve until their successors are elected.

2.2(2) Other meetings. Meetings may be called by the chairperson of the committee or by joint call of a majority of its members. One week's notice shall be given for such meetings and the notice shall designate the time and place of the meeting.

2.2(3) Conduct of meetings. Meetings of the committee shall be conducted in accordance with Robert's Rules of Order insofar as not incompatible with the laws of the state of Iowa governing this committee or its own resolutions as to its conduct. A quorum shall consist of five members of the committee. A minimum of five affirmative votes shall be required to adopt a motion except to adjourn. The secretary shall record the vote of each member of the committee indicating if the vote was an aye, no or abstention.

547—2.3(333A) Secretary's duties.

2.3(1) Notice of meeting. The secretary shall give advance notice of time and place of each meeting. Such notice must be in accordance with section 28A.4. At least one week prior to the date of a meeting, the secretary shall prepare a tentative agenda for the next meeting of the committee and must distribute this tentative agenda to the persons listed on a mailing list approved by the committee. This agenda shall also list the date, time and place of meeting.

2.3(2) Meeting minutes. The secretary shall keep minutes of all proceedings of each meeting. The minutes will constitute the official record of all actions of the committee. Following each meeting, the secretary shall duplicate the minutes and distribute them to the persons on the approved mailing list.

2.3(3) Secretary pro tem. If the secretary is absent from a committee meeting, the chairperson shall appoint a member of the committee or its staff to act as secretary pro tem.

2.3(4) Mailing list. The secretary shall provide to the committee members a current list of committee members including the members' addresses, telephone numbers and terms of office.

547—2.4(333A) Compensation.

2.4(1) Committee members are to be compensated as provided in Iowa Code section 333A.3.

2.4(2) Reserved.

547—2.5(333A) Adoption, amendment and repeal of administrative rules. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—2.6(333A) Petition for adoption, amendment or repeal of a rule. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

These rules are intended to implement Iowa Code section 333A.2.

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[Filed emergency 4/15/88—published 5/4/88, effective 4/15/88]

[Content rescinded by 2026 Iowa Acts, Senate File 2463, section 4—editorially removed in IAC Supplement 7/8/26, effective 7/1/26]

CHAPTER 3
STUDIES AND REPORTS

[Prior to 5/4/88, see County Finance Committee[292] Ch 3]
Rescinded **ARC 0007D**, IAB 1/21/26, effective 2/25/26

CHAPTER 4
COUNTY BUDGETS

[Prior to 5/4/88, see County Finance Committee[292] Ch 4]
Rescinded **ARC 0008D**, IAB 1/21/26, effective 2/25/26

CHAPTER 5
ANNUAL FINANCIAL REPORTS

[Prior to 5/4/88, see County Finance Committee[292] Ch 5]
Rescinded **ARC 0009D**, IAB 1/21/26, effective 2/25/26

CHAPTER 6
PETITIONS FOR RULE MAKING

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.

CHAPTER 7
DECLARATORY ORDERS

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.

CHAPTER 8
AGENCY PROCEDURE FOR RULE MAKING

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.

CHAPTER 9
PUBLIC RECORDS AND FAIR
INFORMATION PRACTICES

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

547—9.1(17A,22) Definitions. As used in this chapter:

“*Agency.*” In lieu of the words “(official or body issuing these rules)”, insert “county finance committee”. As used in these rules, unless the context otherwise requires, “committee” means the county finance committee and “director” means the director of the department of management.

547—9.3(17A,22) Requests for access to records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.9(17A,22) Disclosures without the consent of the subject. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.10(17A,22) Routine use. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.11(17A,22) Consensual disclosure of confidential records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.12(17A,22) Release to subject. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.13(17A,22) Availability of records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

547—9.14(17A,22) Personally identifiable information. The county finance committee does not maintain any records that could be considered personally identifiable.

547—9.15(17A,22) Data processing system. None of the data processing systems used by the agency permit the comparison of personally identifiable information in one record system with personally identifiable information in another record system.

547—9.16(17A,22) Other records. The committee maintains a variety of records which do not generally contain information pertaining to named individuals. The committee maintains the following records, not heretofore listed, which do not generally contain personally identifiable or confidential information: minutes from the committee meetings, guidelines for program budgeting and accounting and preparation of capital improvement plans, studies of county revenues and expenditures, and advice and recommendations to the governor, annually.

547—9.17(17A,22) Applicability. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

These rules are intended to implement Iowa Code section 22.11.

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