

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.**

**2.5(1)** The committee shall adopt, amend or repeal its administrative rules in accordance with the provision of Iowa Code section 17A.4.

**2.5(2)** Reserved.

**547—2.6(333A) Petition for adoption, amendment or repeal of a rule.**

**2.6(1)** Any interested person may petition the committee requesting the adoption, amendment, or repeal of a rule. Such petitions shall be in writing, filed with the committee at its official address. The petition for amendment, repeal, or adoption shall include in separate numbered paragraphs:

*a.* The name, address and telephone number of the person(s) requesting the adoption, amendment or repeal of a rule.

*b.* A statement of the proposed rule, amendment, or identification of the rule desired repealed; and

*c.* A statement of why a rule is being proposed, an amendment to an existing rule desired, or a repeal of an existing rule felt necessary.

**2.6(2)** Within 60 days of the date of receipt by the committee, the committee will consider the merits of a petition for adoption, amendment, or repeal of a rule, and will either deny the petition in writing stating reasons for the denial or initiate rule-making proceedings in accordance with Iowa Code chapter 17A.

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

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