

CHAPTER 16  
SENIOR LIVING COORDINATING UNIT

**321—16.1(231,249H) Definitions.** Words and phrases used in this chapter shall be as defined in 321 IAC 1 unless the context of the rule indicates otherwise. The following definition also applies to this chapter:

“*Unit*” means the senior living coordinating unit established in Iowa Code section 231.58.

**321—16.2(231,249H) Organization of the unit and proceedings.**

**16.2(1)** The senior living coordinating unit is created within the department of elder affairs by Iowa Code section 231.58.

**16.2(2)** The director of the department of elder affairs shall serve as chairperson.

**16.2(3)** The voting members of the unit shall elect a vice-chairperson from its membership at the first meeting following July 1 of each year.

**16.2(4)** Four voting members of the unit constitute a quorum.

**16.2(5)** The unit shall be governed in accordance with Iowa Code chapter 21, and the unit’s proceedings shall be conducted in accordance with Robert’s Rules of Order, Revised.

**16.2(6)** The technical and administrative functions of the unit shall be performed by staff of the department of elder affairs.

**16.2(7)** The unit may, on an as-needed basis, appoint work groups related to specific issues.

**321—16.3(231,249H) Chairperson and vice-chairperson duties.**

**16.3(1)** The chairperson’s duties include:

- a. Ensuring that tentative agendas for meetings are prepared and distributed;
- b. Ensuring that all notices to the public required by Iowa Code section 21.4 are given;
- c. Convening and chairing unit meetings;
- d. Ensuring that unit proceedings are recorded; and
- e. Ensuring that minutes of meetings are prepared and distributed.

**16.3(2)** The vice-chairperson shall assume the chairperson’s duties in the chairperson’s absence.

**321—16.4(21,231,249H) Meetings.** The unit shall meet a minimum of four times a year. Meeting dates shall be set by members of the unit at the first meeting following July 1 of each year. The chairperson may call a special meeting upon five days’ notice.

**321—16.5(231,249H) Communications.** Communications to the unit may be addressed to the Department of Elder Affairs, Jessie Parker Building, 510 East 12th Street, Suite 2, Des Moines, Iowa 50319.

These rules are intended to implement Iowa Code chapters 21, 231 and 249H.

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