

CHAPTER 22  
OPERATIONS OF GRANT COMMITTEE

**193E—22.1(543B) Definitions.** For the purposes of this chapter, the following definitions apply:

“*Applicant*” means an Iowa community college or other Iowa college or university that provides or intends to provide real estate education programs and that makes application for a grant.

“*Commission*” means the Iowa real estate commission.

“*Committee*” means the seven-member real estate education grant committee composed of two members of the Iowa real estate commission; four members of the Iowa Association of Realtors; and one member of the general public. The committee is responsible for reviewing grant applications and designating grant awards.

“*Grantee*” means an applicant who has been awarded a grant.

**193E—22.2(543B) Scope.** This chapter governs the conduct of business by the Iowa real estate education grant committee. The committee shall receive grant applications from and award grants to community colleges and other colleges and universities in the state that provide real estate education programs. The purpose of the grant is to help underwrite the cost of providing courses that use the curriculum maintained by the commission as provided by Iowa Code Supplement section 543B.54. The committee awards grants in its sole discretion by majority vote of the committee.

**193E—22.3(543B) Membership.** As provided by Iowa Code Supplement section 543B.54(2), the committee shall be composed of seven voting members: two must be members of the commission; four must be active members in good standing of the Iowa Association of Realtors (IAR); and one must be a member of the general public and not licensed under Iowa Code chapter 543B.

**22.3(1) Appointment.** Members of the committee shall be appointed by the following means:

*a. Commission members.* The commission shall appoint by majority vote two persons who are members of the commission.

*b. IAR representative members.* The IAR shall appoint through a procedure of its own choosing four persons who are members of the IAR. The IAR shall certify in writing to the real estate commission education director the names of its appointees to the committee.

*c. Public member.* The commission shall appoint by majority vote one person who is a member of the general public not licensed under Iowa Code chapter 543B.

**22.3(2) Term.** Members of the committee shall be appointed for three-year terms that shall commence at 12:01 a.m. on May 1 in the year of appointment and end at midnight on April 30 in the year of expiration. A member shall serve no more than three terms or nine years, whichever is less.

**22.3(3) Vacancies.** Vacancies on the committee shall be filled for the unexpired term in the same manner as provided in subrule 22.3(1).

**22.3(4) Committee officers.** The chair, vice-chair, and recording secretary of the committee shall be elected by majority vote of the committee.

**193E—22.4(543B) Time and place of meetings.** The committee shall meet at least annually if there are moneys in the fund for grants. All meetings of the committee are subject to Iowa Code chapter 21 (open meetings law). The real estate commission education director, in consultation with the committee chair, shall establish the date and proposed agenda for all meetings. All meetings of the committee shall be held at the office of the commission. When an in-person meeting is impossible or impractical, the committee may conduct a meeting by electronic means pursuant to Iowa Code section 21.8. The real estate commission education director shall provide notice of all meeting dates, locations, and agenda as required by Iowa Code chapter 21.

**193E—22.5(543B) Notification of meetings.** Notice of meetings will be given by the posting and distributing of the agenda. The agenda for each meeting will be posted at the office of the commission. The real estate commission education director shall be responsible for providing the agenda to those interested parties making written request.

**193E—22.6(543B) Attendance and participation by the public.** All meetings are open to the public. Persons who wish to address the committee about a matter on the agenda should notify the committee chair or the real estate commission education director at least three days before the meeting. Iowa Code section 21.4 requires a committee to give notice of its proposed agenda. Therefore, the committee chair shall discourage persons from raising matters not on the agenda. Persons who wish to address the committee on a matter not on the agenda should file a request with the committee chair or the real estate commission education director to place the matter on the agenda of a subsequent meeting.

**193E—22.7(543B) Quorum and voting requirements.**

**22.7(1) *Quorum.*** Four members shall constitute a quorum of the committee.

**22.7(2) *Majority voting.*** Unless otherwise provided by these rules, action by the committee must be approved by a simple majority of the committee members present.

**22.7(3) *Voting procedures.*** The committee chair shall rule as to whether the vote will be by voice vote or roll call. A roll-call vote shall be taken at the request of any member of the committee.

**193E—22.8(543B) Minutes and recording of meetings.**

**22.8(1) *Recordings.*** The committee shall record by electronic means closed sessions. The electronic record shall be sealed and retained by the real estate education director on behalf of the committee for at least one year.

**22.8(2) *Minutes.*** The committee shall keep minutes of each meeting. Minutes shall be reviewed and approved by the committee and retained by the real estate education director on behalf of the committee for at least three years.

These rules are intended to implement Iowa Code Supplement section 543B.54 as amended by 2008 Iowa Acts, Senate File 2250, section 4.

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