

CHAPTER 1  
ORGANIZATION AND ADMINISTRATION

[Prior to 1/9/91, City Development Board[220] Ch 1]

**263—1.1(368) Description.** The primary function of the city development board is to supervise city development actions, including annexations, consolidations, discontinuances, incorporations and severances for the state of Iowa, pursuant to the provisions of Iowa Code chapter 368. Detailed information about the board's policies and procedures can be found in Iowa Code chapter 368, in rules adopted by the board, and at [www.iowaeda.com/land-planning](http://www.iowaeda.com/land-planning).

[ARC 7699C, IAB 3/6/24, effective 4/10/24]

**263—1.2(368) Office of the board.** All official communications, including submissions and requests, may be addressed to City Development Board, Iowa Economic Development Authority, 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315, or to [cdb@iowaeda.com](mailto:cdb@iowaeda.com).

[ARC 7699C, IAB 3/6/24, effective 4/10/24]

**263—1.3(368) Membership and quorum requirements.** The board annually elects from its members a chairperson and vice-chairperson at the first regular meeting of the calendar year. Three members of the board constitute a quorum, and a quorum must be present in order for the board to take action. The affirmative vote of a majority of board members is necessary for action taken by the board.

[ARC 7699C, IAB 3/6/24, effective 4/10/24]

**263—1.4(368) Meetings.** The board conducts regular meetings at least every other month at 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315, or at such other location as the board may designate. The chairperson or the chairperson's designee prepares an agenda for each meeting, listing matters to be addressed. Meetings of the board are subject to the requirements of Iowa Code chapter 21.

[ARC 7699C, IAB 3/6/24, effective 4/10/24]

These rules are intended to implement Iowa Code sections 368.9 and 368.10.

[Filed 8/16/73, amended 9/12/73, 11/13/74]

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[Editorial change: IAC Supplement 4/21/21]

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