

CHAPTER 1
ORGANIZATION AND OPERATION

575—1.1(465C) Function. The state advisory board for preserves was created by Iowa Code chapter 465C and is charged with the responsibility of locating, identifying, evaluating, and dedicating areas as state preserves.

1.1(1) Organization and operation location. The state advisory board for preserves is located within the Department of Natural Resources office, Wallace State Office Building, Capitol Complex, Des Moines, Iowa 50319. Office hours are from 8 a.m. to 4:30 p.m., Monday through Friday.

1.1(2) Membership. The state advisory board for preserves consists of seven members, six of whom are appointed by the governor following the procedures detailed in the Code of Iowa.

575—1.2(465C) Staff. The director shall employ, upon recommendation by the board, at salaries fixed by the board, a trained ecologist and other personnel as necessary to carry out the powers and duties of the board.

575—1.3(465C) Advisors. Rescinded IAB 9/19/01, effective 10/24/01.

575—1.4(465C) Meetings. The board shall organize annually by the election of a chairperson. The board shall meet annually and at such times as it deems necessary. Meetings may be called either by the chairperson or on request to the chairperson by three board members.

All board meetings shall comply with Iowa Code chapter 21. A quorum of two-thirds of the board members must be present to transact business. Meetings follow Robert's Rules of Order. Minutes of each meeting are available from the Chairperson, State Preserves Advisory Board, Department of Natural Resources, Wallace State Office Building, Capitol Complex, Des Moines, Iowa 50319.

575—1.5(465C) Open records. All public records of the board are available for public inspection during business hours. Requests to obtain records may be made by mail, telephone, or in person to the Director's Office, Department of Natural Resources. Minutes of the board meetings may be obtained without charge. Other records requiring more than five copies may be obtained upon payment of the actual cost for copying. Information concerning the nature and location of any preserve for which the excavation, destruction, or removal of a resource contained therein may be made available to the public unless such disclosure would create a risk or harm to such resources or to the site at which such resources are located.

575—1.6(465C) Biennial reports. The state preserves advisory board shall prepare a report accounting for the number of preserves in the state preserve system and containing any other pertinent information to be presented to the governor and legislature before January 15 on odd-numbered years.

575—1.7(465C) Budget. The state preserves advisory board shall prepare a budget for inclusion in the department of natural resources budget, for appropriation from the state general fund.

575—1.8(465C) Petition for adoption of rules under Iowa Code section 17A.7. A petition under Iowa Code section 17A.7 shall be made to the State Preserves Advisory Board, Department of Natural Resources, Wallace State Office Building, Des Moines, Iowa 50319. The petition shall be submitted in writing; state the full name and address of the petitioner; set forth clearly and concisely the text of the proposed rule, or as precisely as possible the substance of the proposed rule; and state the facts, arguments, and data that favor the proposed rule. The petition must be subscribed by the petitioner, by an authorized officer of the petitioner if it be a corporation, organization, or other legal entity, or by the petitioner's attorney. The preserves board shall either initiate rule-making proceedings or deny the

petition within 60 days of receipt of the petition. If the petition is denied, the preserves board shall cause a statement to be sent to the petitioner which indicates the reasons for denial.

These rules are intended to implement Iowa Code section 465C.8.

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