

CHAPTER 1
OPERATIONS OF CITY FINANCE COMMITTEE
[Prior to 11/30/88, see City Finance Committee[230] Ch 1]

545—1.1(384) Purpose. To ensure that the proceedings of the city finance committee are conducted in an orderly manner and also to provide that the public is kept informed of actions taken by the city finance committee, the committee adopts the following rules.

545—1.2(384) Membership. The selection, appointment and approval of members to the city finance committee are made as provided for in Iowa Code section 384.13. Names of designees shall be given to the committee chairperson in writing by July 1 of each year, or promptly, if changed.

545—1.3(384) Responsibilities of officers. The officers of the city finance committee shall consist of a chairperson, a vice chairperson and a secretary.

1.3(1) Chairperson. The chairperson shall be elected yearly and shall preside over the proceedings of the city finance committee. Upon a vacancy on the city finance committee the chairperson shall notify the governor that a vacancy exists.

1.3(2) Vice chairperson. The vice chairperson shall serve in absence of the chairperson, and shall be assigned such other duties as the committee determines. The vice chairperson shall be elected yearly.

1.3(3) Secretary. Yearly, the city finance committee shall appoint a secretary to record the proceedings of the committee. The secretary may or may not be a member of the committee.

The secretary shall give advance public notice of the time and place of each meeting. The notice must be in accordance with Iowa Code section 21.4.

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 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 the meeting.

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 listed on the approved mailing list.

When the secretary is absent from a committee meeting, the chairperson shall appoint a member of the committee to act as secretary until such time as the regular secretary is present.

The secretary shall provide to the committee members a list of the committee's members including the members' addresses, telephone numbers and term of office.

545—1.4(384) Subcommittees. The city finance committee may establish temporary or permanent subcommittees to research and investigate items of business to the committee. The rules set forth in this chapter shall guide the subcommittee, if applicable. Subcommittee members shall be appointed by the chairperson and reported to the committee. Subcommittee members need not be members of the committee. They may be reimbursed for expenses in the same manner as committee members.

545—1.5(384) Staff. The executive director of the department of management shall provide staff assistance to the committee as provided by law.

545—1.6(384) Compensation. Committee members are to be compensated as provided by law.

545—1.7(384) Meeting. A meeting of the committee shall be held at the call of the director of the department of management or upon an appeal of the director's decision.

All meetings of the committee shall be open to the public at all times, except that closed meetings may be held for the purposes provided in Iowa Code section 21.5. Closed sessions shall be called and conducted as provided for in section 21.5.

545—1.8(384) Office location. All submissions to or requests of the committee shall be made through the department of management office during normal working hours.

All records, minutes, manuals and other information concerning the proceedings of the committee shall be kept in the office of the director of the department of management. Such information shall be open to inspection by the public during normal working hours.

545—1.9(384) Quorum and majority vote. A quorum shall consist of five members of the committee. All actions of the committee for promulgating rules as provided for by law shall require five votes. All other actions of the committee must be approved by a simple majority vote of the members present at a meeting. The secretary shall record the vote of each member of the committee indicating if the vote was an aye, no, or abstention.

545—1.10(384) Order of business. The meetings of the city finance committee are to be presided over by the chairperson or the vice chairperson. Unless otherwise stipulated in these rules, Robert's Rules of Order are to be followed in conducting the business of the committee.

These rules are intended to implement Iowa Code sections 384.13 to 384.22.

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