

CHAPTER 1 ORGANIZATION AND OPERATION

Chapter rescission date pursuant to Iowa Code section 17A.7: 10/1/31

817—1.1(15H) Organization and operation of the commission.

1.1(1) Location. The commission is located at 321 East 12th Street, Des Moines, Iowa 50319. The telephone number is 1.800.308.5987. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

1.1(2) The commission. The commission consists of 15 to 25 voting members pursuant to Iowa Code section 15H.3.

1.1(3) Meetings. The commission shall meet at regular intervals at least four times annually. Additional meetings may be called at the discretion of the chairperson. All meetings are open to the public in accordance with Iowa Code chapter 21.

a. Chairperson. The chairperson of the commission presides at each meeting. Members of the public may be recognized at the discretion of the chairperson.

b. Public notice. The commission will give advance public notice of the time and place of each commission meeting in accordance with Iowa Code section 21.4.

c. Quorum. A quorum consists of half of the current voting members of the commission plus one. When a quorum is present, a position is carried by an affirmative vote of the majority of commission members eligible to vote. A commissioner is eligible to vote in person or by telephone.

d. Termination. Any commissioner who does not attend three or more consecutive regular meetings or who attends less than one-half of the regular meetings within a 12-month period will be considered to have resigned from the commission.

e. Resignations. A commissioner wishing to resign may do so by submitting a letter of resignation to the governor and sending a copy to the commission chairperson.

f. Public presentations. A specific time is set aside at each meeting for the public to address the board. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. To address the board, individuals are encouraged to notify the commission staff at least 72 hours in advance of the meeting.

1.1(4) Minutes. The minutes of all commission meetings will be recorded and kept in the commission office.

1.1(5) Records. The records of all of the business transacted and other information with respect to the operation of the commission are public records and will be kept on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. Copies of records may be obtained in accordance with Iowa Code chapter 22.

1.1(6) Submission and requests. Inquiries, submissions, petitions, and other requests directed to the commission shall be made by letter addressed to the executive director at the address listed in subrule 1.1(1). Any person may petition for a written or oral hearing before the commission. All requests for a hearing must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

1.1(7) Committees. The chairperson may establish committees, including an executive committee that may conduct commission business as necessary between scheduled meetings. The chairperson may appoint commissioners and noncommissioners to serve on the committees. Noncommissioners shall not serve on the executive committee.

This rule is intended to implement Iowa Code chapter 15H.

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