

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. The board shall receive annexation moratorium agreements filed by cities and accept involuntary petitions and voluntary applications for incorporation, consolidation, discontinuance and boundary adjustment of a city; review these submissions for compliance with statutory and rule requirements; and approve, deny, or dismiss or conduct or initiate further action on each submission. The board shall also accept and act upon petitions for rule making and declaratory orders, pursuant to Iowa Code sections 17A.7 and 17A.9. To this end, the board has adopted these rules, which shall be applicable to all proceedings and transactions of the board, to clarify the board's intent and applicable procedures.

This rule is intended to implement Iowa Code section 368.10.

263—1.2(368) Office of the board. All official communications, including submissions and requests, should be addressed to City Development Board, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309.

263—1.3(368) Membership and quorum requirements. The board is made up of five members appointed by the governor pursuant to Iowa Code section 368.9. The board shall annually elect from its members a chairperson and vice-chairperson at the first regular meeting of the calendar year. A quorum of the board shall be three members, and a quorum must be present in order for the board to take action upon formal motions.

263—1.4(368) Meetings. The board shall conduct regular meetings at least every other month at the offices of the Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa, or at such other location as the board may designate.

The chairperson or the chairperson's designee shall prepare an agenda for each meeting listing matters to be addressed. Copies of the agenda shall be posted at the Iowa department of economic development at least 24 hours prior to each meeting and shall be made available to all interested persons upon request.

Meetings of the board shall be conducted and minutes maintained in compliance with Iowa Code chapter 21.

These rules are intended to implement Iowa Code sections 368.10 and 17A.3(1).

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