

CHAPTER 191
ADVISORY BODIES OF THE DEPARTMENT

641—191.1(135) Definitions. For the purpose of these rules, the following definitions shall apply:

“*Advisory body*” means a council, committee, or task force whose members have been appointed by the governor, the director or the director’s designee to provide advice or technical assistance to the department in an identified area of public health. An advisory body has no substantive authority to affect individual rights, duties or responsibilities.

“*Chairperson*” means the chair of the advisory body who has been elected by the majority of the advisory body’s members.

“*Department*” means the Iowa department of public health.

“*Designee*” means the individual designated by the director.

“*Director*” means the director of public health.

“*Governor*” means the governor of Iowa.

641—191.2(135) Purpose. The department may from time to time establish an advisory body for the provision of advice or technical assistance in an identified area of public health. These rules are applicable only to an advisory body established for a period to exceed one year or more. These rules do not apply to an advisory body governed by other administrative rule or statute.

641—191.3(135) Appointment. Members of the advisory body shall be appointed by the governor, director, or designee. The appointments, unless provided otherwise by law, shall be for three-year staggered terms which shall expire on June 30.

191.3(1) Vacancies shall be filled in the same manner in which the original appointments were made for the balance of the unexpired term.

191.3(2) Absences. Three consecutive unexcused absences shall be grounds for the director to consider dismissal of the advisory body member and to appoint another. The chairperson of the advisory body is charged with providing notification of absences to the department.

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641—191.4(135) Officers.

191.4(1) Officers of the advisory body shall be a chairperson and a vice chairperson and shall be elected at the first meeting of each fiscal year unless designated at the time of appointment.

a. Vacancies in the office of chairperson shall be filled by elevation of the vice chairperson.

b. Vacancies in the office of vice chairperson shall be filled by election at the next meeting after the vacancy occurs.

191.4(2) Duties of officers.

a. The chairperson shall:

- (1) Preside at all meetings of the advisory body,
- (2) Appoint such subcommittees as deemed necessary, and
- (3) Designate the chairperson of each subcommittee.

b. The vice chairperson shall:

(1) Perform the duties of the chairperson if the chairperson is absent or unable to act. When so acting, the vice chairperson shall have all the powers of and be subject to all restrictions upon the chairperson.

(2) Perform such other duties as may be assigned by the chairperson.

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641—191.5(135) Meetings.

191.5(1) The advisory body shall establish a meeting schedule on an annual basis to conduct its business.

a. Meetings may be scheduled as business requires, but notice to members must be at least five working days prior to the meeting date.

b. A four-week notice is encouraged to accommodate the schedules of professional members.

191.5(2) Robert's Rules of Order shall govern all meetings.

191.5(3) Action on any issue before the advisory body can only be taken by a majority vote of the entire membership.

191.5(4) The advisory body shall maintain information sufficient to indicate the vote of each member present.

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641—191.6(135) Subcommittees. The advisory body may designate one or more subcommittees to perform such duties as may be deemed necessary.

641—191.7(135) Expenses of advisory body members. The following may be considered necessary expenses for reimbursement of advisory body members when incurred on behalf of advisory body business and are subject to established state reimbursement rates:

1. Reimbursement for travel in a private car.
2. Actual lodging and meal expenses including sales tax on lodging and meals.
3. Actual expense of public transportation.

641—191.8(135) Gender balance. All advisory bodies of the department appointed by the governor, director or designee, if not otherwise provided by law, shall be gender-balanced.

These rules are intended to implement Iowa Code section 135.11.

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