

CHAPTER 1  
ORGANIZATION

[Prior to 8/10/88, see Educational Radio and Television Facility Board[340] and Public Broadcasting Department[645]]

[Prior to 9/14/94, see Public Broadcasting Division[225]]

**288—1.1(256) Establishment of the division of public broadcasting and the Iowa public broadcasting board.** The public broadcasting division of the department of education and the public broadcasting board (hereinafter referred to as the board) were created by Iowa Code Supplement sections 256.80 to 256.90.

**1.1(1) Mission.** The mission of the board shall be to plan, establish, and operate educational radio, television, and telecommunications facilities to provide public broadcasting and educational narrowcast services to enrich the lives of the people of Iowa and enhance educational opportunity throughout the state. The broadcast operation shall adhere to the Principles of Editorial Integrity.

**1.1(2) Board membership.** The board shall be composed of nine members according to Iowa Code Supplement section 256.82. All appointments, except appointments to fill a vacancy, shall be for a term of three years. Terms shall commence on July 1 of the year of appointment.

A vacancy shall be filled in the same manner as the original appointment for the remainder of the term.

**1.1(3) Board meetings.** The board shall hold regular meetings at least four times each year and shall hold special meetings when called by the president or by the vice president in the president's absence. Special meetings shall be called by the president upon written request of any four members of the board. The time and place for regular meetings shall be determined by the board as an agenda item. The time and place for special meetings shall be determined by the president, or vice president in the president's absence.

**1.1(4) Advisory committees.** The board shall appoint advisory committees as deemed appropriate, each of which has no more than a simple majority of members of the same sex, among which shall be an advisory committee on narrowcast operation and an advisory committee on journalistic and editorial integrity. Duties of the advisory committees shall be specified in rules of internal management adopted by the board.

**1.1(5) Rules of order.** Reserved.

**288—1.2(256) Operational organization.** For operational efficiency, the board has organized the division into five bureaus each of which is administered by a chief.

**1.2(1) Administration bureau.** The chief of administration has the following responsibilities:

- a. Planning and execution of the division budget and accounting functions;
- b. Coordination of administrative planning for the division;
- c. Supervision of division purchases, storage, and issuance of all equipment;
- d. Administration of recruitment selection and development of employees;
- e. Investigation of grievances and disciplinary situations;
- f. Serving as agent for retirement funds, group insurance and other employee benefits;
- g. Assisting the administrator with division policies and procedures.

**1.2(2) Educational telecommunications bureau.** The chief of educational telecommunications has the following responsibilities:

- a. Administers the development and coordination of all instructional telecommunications activities including those related to the educational applications of the Iowa communications network;
- b. Establishes the structure and operations of the narrowcast advisory committee and subcommittees;
- c. Ensures the appropriate interface with the other bureaus;
- d. Organizes, develops, directs, and implements plans and programs in the areas of instructional television, in-school utilization of television programs, business and industry programming, adult and higher education courses.

**1.2(3) Engineering bureau.** The chief of engineering has the following responsibilities:

*a.* Directs the design, procurement, installation, and maintenance of all radio and television equipment;

*b.* Plans, develops, and regulates all engineering facilities for the division.

**1.2(4)** *Programming and production bureau.* The chief of programming and production has the responsibility to administer all facets of the production and programming aspects of the division.

**1.2(5)** *Community relations and development bureau.* The chief of community relations and development administers the following activities:

*a.* Fund-raising;

*b.* Development and promotion; and

*c.* Public information.

Bureau chiefs shall complete other projects and activities as assigned by the administrator.

These rules are intended to implement Iowa Code Supplement sections 256.80 to 256.90.

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