

**284—1.2(261A) Organization and operations.**

**1.2(1) Location.** The office of the authority is located at 309 Equitable Building, 6th and Locust, Des Moines, Iowa 50309. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. Offices are closed on Saturdays, Sundays, and holidays as designated by the authority.

**1.2(2) The authority.** The authority consists of five members and functions under the leadership of a chairperson elected annually by the membership. Each member is appointed by the governor, subject to confirmation by the senate, to serve a term of six years. The powers of the authority are vested in and exercised by the members of the authority. Each member of the authority shall be a resident of the state and not more than three members shall be members of the same political party. The members of the authority may appoint an executive director, an assistant executive director, and other officers as the members of the authority determine. The officer shall not be members of the authority, shall serve at the pleasure of the authority, and shall receive compensation as fixed by the authority.

**1.2(3) Meetings.** The authority shall meet at the discretion of the chairperson or at the request of two members.

*a.* The chairperson of the authority presides at each meeting. Members of the public may be recognized at the discretion of the chairperson. All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

*b.* Public notice. The authority shall give advance public notice of the specific date, time and place of each authority meeting.

*c.* Three members of the authority constitute a quorum. The affirmative vote of a majority of the members of the authority is necessary for any action taken by the authority. The majority shall not include a member who has a conflict of interest and a statement by a member of a conflict of interest is conclusive for this purpose. A vacancy in the membership of the authority does not impair the right of a quorum to exercise the rights and perform the duties of the authority.

**1.2(4) Minutes.** The minutes of all authority meetings are recorded by the secretary and kept in the authority's office.

**1.2(5) Submission and requests.** Inquiries, submissions, petitions, and other requests directed to the authority may be made by letter addressed to the authority's office at the address listed in subrule 1.2(1). Any person may petition for a written or oral hearing before the authority. All requests for a hearing must be in writing and must state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

**1.2(6) Administration of programs.** The authority may adopt manuals, instructions or other statements as necessary to assist its employees in administering its programs and to permit individuals and organizations to participate in programs administered by the authority. Copies of all manuals, instructions and other statements shall be kept in the authority's office and shall be available for public inspection except for those portions which are excluded from the definition of "rule" by Iowa Code section 17A.2(7) "f," or which must be kept confidential under applicable statutes or these rules. Members of the public may inspect the materials adopted pursuant to this rule, subject to the exceptions set out above, during regular business hours and may obtain a reasonable number of copies of the materials upon payment of a fee not to exceed the cost of providing copies.