

545—1.3(384) Responsibilities of officers. The officers of the city finance committee shall consist of a chairperson, a vice chairperson and a secretary.

1.3(1) Chairperson. The chairperson shall be elected yearly and shall preside over the proceedings of the city finance committee. Upon a vacancy on the city finance committee the chairperson shall notify the governor that a vacancy exists.

1.3(2) Vice chairperson. The vice chairperson shall serve in absence of the chairperson, and shall be assigned such other duties as the committee determines. The vice chairperson shall be elected yearly.

1.3(3) Secretary. Yearly, the city finance committee shall appoint a secretary to record the proceedings of the committee. The secretary may or may not be a member of the committee.

The secretary shall give advance public notice of the time and place of each meeting. The notice must be in accordance with Iowa Code section 21.4.

At least one week prior to the date of a meeting, the secretary shall prepare a tentative agenda for the next meeting of the committee and distribute this tentative agenda to the persons listed on a mailing list approved by the committee. This agenda shall also list the date, time and place of the meeting.

The secretary shall keep minutes of all proceedings of each meeting. The minutes will constitute the official record of all actions of the committee. Following each meeting, the secretary shall duplicate the minutes and distribute them to the persons listed on the approved mailing list.

When the secretary is absent from a committee meeting, the chairperson shall appoint a member of the committee to act as secretary until such time as the regular secretary is present.

The secretary shall provide to the committee members a list of the committee's members including the members' addresses, telephone numbers and term of office.