

597—2.3(225B) Council meetings. The council holds at least six meetings each year and as many additional meetings as are needed to discharge its responsibilities. Meeting dates are determined by the council. Notice of a meeting, including the specific date, time, place and a tentative agenda, shall be given in accordance with Iowa Code section 21.4, not less than three days before the meeting. All meetings shall be open to the public, unless a closed session is voted by two-thirds of the entire membership or by all members present pursuant to Iowa Code section 21.5. All meetings are held in facilities accessible to and functional for people with physical disabilities. The operation of the council meetings shall be governed by the following rules of procedure:

2.3(1) A majority of the members of the council shall constitute a quorum, and a majority of voting members shall be necessary to act on matters within the purview of the council pursuant to Iowa Code section 225B.3.

2.3(2) Members of the public who wish to appear before the council shall contact the presiding officer or the officer's designee not less than 14 days prior to a meeting. Presentations may be made at the discretion of the presiding officer. The presiding officer or the officer's designee shall notify requesters of their approximate place on the agenda. The council may take up matters not appearing on the agenda upon a finding of good cause.

2.3(3) Members of the public who wish to submit written material should do so at least 14 days prior to a scheduled meeting to ensure the council has adequate time to review and evaluate the material.

2.3(4) Any vote by mail shall have the tabulated results presented at the next scheduled meeting of the council and the ballots retained for a period of three months for confirmation of results.

2.3(5) Special or electronic meetings may be called by the presiding officer or upon the request of a majority of the entire membership. Such meetings will be held in strict accordance with Iowa Code chapter 21.

2.3(6) Cameras and recording devices may be used at open meetings provided they do not obstruct the meeting. The presiding officer may request a person using such a device to discontinue its use if it is obstructing the meeting. If the person fails to comply with this request, the presiding officer shall order that person excluded from the meeting.

2.3(7) The presiding officer may exclude any person from the meeting for repeated behavior that disrupts the meeting.

2.3(8) Cases not covered by these rules shall be governed by Robert's Rules of Order (newly revised).