

597—2.5(225B) Council officers and organization. The council shall organize by electing a chairperson, a vice chairperson, and an executive committee consisting of the chairperson, the vice chairperson, and two voting members at large. Other officers may be elected by the council if deemed necessary. Terms of office for all officers and executive committee members shall be determined by council action.

2.5(1) Chairperson. The chairperson oversees all council operations and shall:

- a. Convene the council and the council's executive committee and preside over all such meetings.
- b. Supervise the preparation and distribution of tentative meeting agendas.
- c. Ensure that meeting notices are given as required by Iowa Code section 21.4.
- d. See that minutes of council meetings are prepared, distributed and maintained.
- e. Appoint the chairperson of temporary or permanent council committees and task forces.
- f. Negotiate agreements and contracts within guidelines established by action of the council and the council's executive committee.
- g. Ensure that fiscal operations are performed and council budgets are prepared and submitted in an appropriate and timely manner.
- h. Ensure that council contracts, activities and reports are completed in an appropriate and timely manner.
- i. Notify the governor and the director of the Iowa governor's planning council for developmental disabilities when a vacancy occurs on the council.

2.5(2) Vice chairperson. The vice chairperson serves in the absence of the chairperson and shall assume other duties as delegated by the chairperson or assigned by the council.

2.5(3) Executive committee. The executive committee shall serve as the governing body of the council during the period between meetings. It is empowered to take action on behalf of the council when such action is required between meetings and deliberation by the full council is not feasible. The executive committee may assume other duties as delegated by the chairperson or determined by the council.