

641—138.5(147A) Meetings.

138.5(1) The TSAC shall establish a meeting schedule on an annual basis to conduct its business. There shall be a minimum of four meetings per year.

a. Meetings may be scheduled as business requires, but notice to members must be given at least five working days prior to the meeting date.

b. Notice given four weeks in advance is encouraged to accommodate the schedules of professional members.

138.5(2) Any TSAC member who is unable to attend the meeting will notify the chairperson.

138.5(3) A majority of appointed members constitutes a quorum.

138.5(4) When a quorum is present, a position is carried by affirmative vote of the majority of those present. No official business that requires a vote of the membership shall be conducted without a quorum present.

138.5(5) Persons wishing to make a presentation to the TSAC shall submit the request to the chairperson not less than 14 days prior to the meeting. Presentations may be made at the discretion of the chairperson.

138.5(6) Persons wishing to submit written materials should do so at least 14 days in advance of the scheduled meeting to ensure that TSAC members have adequate time to receive and evaluate the materials.

138.5(7) TSAC may conduct meetings by electronic means pursuant to Iowa Code section 21.8.

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