

**641—4.14(136A) Meetings.**

**4.14(1)** Meetings of the advisory committee will be held as necessary and at the call of the director or the chairperson. There shall be a minimum of four meetings per year.

**4.14(2)** All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

**4.14(3)** A majority of the total number of regular members (50 percent plus one member) shall constitute a quorum. There must be a quorum of the regular members in attendance at a meeting for action to be taken.

**4.14(4)** Action can be taken by a vote of the regular members. Ex officio and honorary members are not eligible to vote.

**4.14(5)** Regular members who represent programs that are contractors of the center for congenital and inherited disorders in the department are expected to refrain from imposing undue influence on regular members and to recuse themselves from voting on issues which directly affect the operation of their programs.

**4.14(6)** Meeting attendance.

*a.* Attendance at a meeting is defined as presence at the meeting site in person, through the Iowa communications network (ICN), through webinar or web meeting, or via telephone.

*b.* Attendance by the regular member or the regular member's designee shall be expected at all meetings.

(1) A designee of similar standing must be able to reasonably fulfill the member's role on the advisory committee in discussions.

(2) Designees are not eligible to vote.

*c.* Regular members, not designees, must attend at least two meetings per fiscal year to remain in good standing.

*d.* A regular member who misses more than three meetings in a fiscal year shall be deemed to have submitted a resignation.

[ARC 0664C, IAB 4/3/13, effective 5/8/13; ARC 6554C, IAB 10/5/22, effective 11/9/22]