

**641—55.7(135) Minutes.** The advisory council shall keep minutes of all its meetings showing the date, time, place, members present, members absent, and the general topics discussed.

**55.7(1)** The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.

**55.7(2)** If a meeting is convened within a 24-hour time period to discuss emergent issues, the minutes shall reflect the emergent nature of the meeting.

**55.7(3)** If a meeting is conducted via telephone, the minutes shall reflect the reason for the use of this method of meeting.

**55.7(4)** The minutes shall be available at the council staff office for inspection Monday through Friday from 8:30 a.m. to 4:30 p.m.

[ARC 9772B, IAB 10/5/11, effective 11/9/11]