

661—15.5(693) Bylaws. The committee shall adopt its own bylaws for the efficient operation of its business.

15.5(1) Meetings. Meetings of the committee shall be as called by the commissioner of public safety or the committee chairperson.

a. Written notice of all meetings shall be mailed so as to be received by members at least one week prior to the meeting date.

b. Special meetings may be called by the commissioner of public safety or committee chairperson or upon the written request of three members of the committee. Notice of special meetings is to be by telephone and personally acknowledged, provided notice is given 72 hours prior to the meeting date.

15.5(2) Duties of chairperson. It shall be the responsibility of the chairperson to call all meetings; set the agenda for meetings; preside at meetings; appoint subcommittees, when and as required; and carry out general responsibilities of the chairperson.

15.5(3) Quorum. A quorum shall consist of not less than six members of the committee. A quorum of eight members of the committee will be necessary at any meeting where the agenda includes:

- a.* Establishment of or changes in bylaws.
- b.* Election of officers.
- c.* Enforcement action against any participating department.