

**605—10.3(34A) Joint 911 service boards.** This rule assists 911 authorities in administering Iowa Code section 34A.3.

**10.3(1)** The joint 911 service board shall submit a listing of members along with the chair and vice chair. The submission will be on a form prescribed by the 911 program manager and will include the political subdivision each member represents and, if applicable, the associated Iowa Code chapter 28E or alternate 911 service board as described in Iowa Code sections 34A.3(4) and 29C.9(10). A copy of the list will be submitted annually along with a time frame communicated by the program manager and listed on the prescribed form.

**10.3(2)** Joint 911 service board bylaws.

*a.* Each joint 911 service board shall develop bylaws to specify, at a minimum, the following information:

- (1) The name of the joint 911 service board.
- (2) A list of voting and nonvoting members.
- (3) The date for the commencement of operations.
- (4) The mission.
- (5) The powers and duties.
- (6) The manner for financing activities and maintaining a budget.
- (7) The manner for acquiring, holding and disposing of property.
- (8) The manner for electing or appointing officers and terms of office.
- (9) The manner by which members may vote to include, if applicable, the manner by which votes may be weighted.

(10) The manner for appointing, hiring, disciplining, and terminating employees.

(11) The rules for conducting meetings.

(12) The permissible method or methods to be employed in accomplishing the partial or complete termination of the board and the disposing of property upon such complete or partial termination.

(13) Any other necessary and proper rules or procedures.

*b.* Each member shall sign the adopted bylaws.

*c.* The joint 911 service board shall record the signed bylaws with the county recorder and shall forward a copy of the signed bylaws to the 911 program manager.

**10.3(3)** Executive board. The joint 911 service board may, through its bylaws, establish an executive board to conduct the business of the joint 911 service board. Members of the executive board must be selected from the eligible voting members of the joint 911 service board. The executive board will have such other duties and responsibilities as assigned by the joint 911 service board.

**10.3(4)** Meetings.

*a.* The provisions of Iowa Code chapter 21 are applicable to joint 911 service boards.

*b.* Joint 911 service boards shall conduct meetings in accordance with their established bylaws and applicable state law.

**10.3(5)** The program manager may maintain a template of minimum requirements to satisfy this rule on the department's website.

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