

283—1.2(261) Organization and operations.

1.2(1) Location. The commission is located in the Clemens Building, 200 Tenth Street, Fourth Floor, Des Moines, Iowa 50309-3609; telephone (515)242-3344; Web site www.iowacollegeaid.org. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

1.2(2) The commission. The commission consists of 12 members and functions under the leadership of a chairperson elected by the membership. Eight members are appointed by the governor to serve four-year terms. Three of the governor's appointees represent the general public, one represents Iowa lending institutions, one represents Iowa independent colleges and universities, one represents Iowa community colleges, one represents the Iowa student loan liquidity corporation, and one represents Iowa postsecondary students. The board of regents, president of the senate, and speaker of the house each appoint a commission member. The director of the department of education serves as a continuous member of the commission and may appoint a designee to represent the department of education.

1.2(3) Meetings. The commission shall meet at regular intervals at least six times annually. Additional meetings may be called at the discretion of the chairperson.

a. The chairperson of the commission presides at each meeting. Members of the public may be recognized at the discretion of the chairperson. All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

b. The commission shall give advance public notice of the time and place of each commission meeting. The notice will include the specific date, time, and place of the meeting.

c. A quorum shall consist of two-thirds of the voting members of the commission. When a quorum is present, a position is carried by an affirmative vote of the majority of commission members eligible to vote.

d. A specific time is set aside at each meeting for the public to address the commission. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. Members of the public who wish to address the commission during this portion of the meeting are required to fill out a card, which is available upon request, that is to be given to the commission's confidential secretary prior to the meeting. The person's name and the subject of the person's remarks must be noted. To accommodate maximum public participation, members of the public are encouraged to submit the cards at least 72 hours in advance of the meeting.

1.2(4) Minutes. The minutes of all commission meetings are recorded and kept by the executive director in the commission office. Upon approval by the commission, minutes are posted on the commission's Web site.

1.2(5) Records. The records of all business transacted and other information with respect to the operation of the commission are public records and are on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. (Copies of records up to ten pages in number may be obtained without charge. The cost of reproduction will be charged for pages in excess of ten. The charge may be waived by the executive director.)

1.2(6) Submission and requests. Inquiries, submissions, petitions, and other requests directed to the commission may be made by letter addressed to the executive director at the address listed in subrule 1.2(1). Any person may petition for a written or oral hearing before the commission. All requests for a hearing must be in writing and state the specific subject to be discussed and the reasons a personal appearance is necessary if one is requested.

1.2(7) Advisory councils. An advisory council selected from officers of Iowa secondary schools, community colleges, Iowa independent colleges and universities, lending institutions, and state-supported universities shall be established by the commission. Members are appointed to serve four-year terms with the exception of the elected presidents of the Iowa Counseling Association, the Iowa Association for College Admission Counseling, and the Iowa Association of Student Financial Aid Administrators, who serve during their terms in office. The executive director of the Iowa student loan liquidity corporation is a permanent member. The council shall meet at least annually to review

the state-supported student aid programs and make recommendations to the commission for revisions in policies and procedures.

This subrule provides schools with representation in the administration of student aid programs implemented under Iowa Code chapter 261.