

**641—27.3 (17A,105) Organization of board and proceedings.**

**27.3(1)** The board shall be composed of 11 members appointed by the governor. The board members identified in subrule 27.3(2), paragraphs “c” to “i,” are subject to confirmation by the senate.

**27.3(2)** The members of the board shall include:

- a. The director of public health or the director’s designee;
- b. The commissioner of public safety or the commissioner’s designee;
- c. One plumbing inspector;
- d. One mechanical inspector;
- e. One contractor who works primarily in rural areas;
- f. One individual licensed as a journeyman plumber pursuant to the provisions of Iowa Code chapter 105 or, for the initial membership of the board, an individual eligible for such licensure;
- g. One individual working as a plumbing contractor and licensed as a master plumber pursuant to the provisions of Iowa Code chapter 105 or, for the initial membership of the board, an individual eligible for such licensure;
- h. Two individuals licensed as journeyman mechanical professionals pursuant to the provisions of Iowa Code chapter 105 or, for the initial membership of the board, two individuals eligible for such licensure; and
- i. Two individuals licensed as master mechanical professionals pursuant to the provisions of Iowa Code chapter 105 or, for the initial membership of the board, two individuals eligible for such licensure. One of these individuals shall be a mechanical systems contractor.

**27.3(3)** The board shall elect a chairperson, vice chairperson, and secretary from its membership at the first meeting after April 30 of each year.

**27.3(4)** The board shall hold at least four meetings annually.

**27.3(5)** A majority of the members of the board shall constitute a quorum.

**27.3(6)** Board meetings shall be governed in accordance with Iowa Code chapter 21, and the board’s proceedings shall be conducted in accordance with Robert’s Rules of Order, Revised.

**27.3(7)** The department shall furnish the board with the necessary facilities and employees to perform the duties required by this chapter but shall be reimbursed for all costs incurred from funds appropriated to the board and subsequent fees from licensing activities.

**27.3(8)** The board has the authority to:

- a. Develop and implement a program of continuing education to ensure the continued competency of individuals licensed by the board.
- b. Establish fees.
- c. Establish committees of the board, the members of which shall be appointed by the board chairperson and shall not constitute a quorum of the board. The board chairperson shall appoint committee chairpersons.
- d. Hold a closed session if the board votes to do so in a public roll-call vote with an affirmative vote of at least two-thirds if the total board is present or a unanimous vote if fewer are present. The board will recognize the appropriate statute allowing for a closed session when voting to go into closed session. The board shall keep minutes of all discussion, persons present, and action occurring at a closed session and shall tape-record the proceedings. The records shall be stored securely in the board office and shall not be made available for public inspection.
- e. Investigate alleged violations of statutes or rules that relate to operation as a contractor; work in the plumbing, HVAC, refrigeration, or hydronic disciplines; work as a certified medical gas system installer; or work in the specialty license disciplines developed by the board upon receipt of a complaint or upon the board’s own initiation. The investigation will be based on information or evidence received by the board.
- f. Initiate and impose licensee discipline.
- g. Monitor licensees that are restricted by a board order.
- h. Perform any other functions authorized by a provision of law.

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