

**481—427.3(17A,105) Organization of board and proceedings.**

**427.3(1)** Membership of the board is as provided in Iowa Code section 105.3.

**427.3(2)** The board will elect a chairperson, vice chairperson, and secretary from its membership at the first meeting after April 30 of each year.

**427.3(3)** The board will hold at least four meetings annually.

**427.3(4)** A majority of the members of the board shall constitute a quorum.

**427.3(5)** Board meetings shall be governed in accordance with Iowa Code chapter 21, and the board's proceedings will be conducted in accordance with Robert's Rules of Order, Revised.

**427.3(6)** The department will furnish the board with the necessary facilities and employees to perform the duties mandated by this chapter but shall be reimbursed for all costs incurred from funds appropriated to the board and subsequent fees from licensing activities.

**427.3(7)** 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 are appointed by the board chairperson and do not constitute a quorum of the board. The board chairperson appoints committee chairpersons.

*d.* Hold a closed session pursuant to Iowa Code section 21.5.

*e.* Investigate alleged violations of statutes or rules that relate to operation as a contractor; work in the plumbing, mechanical, HVAC-refrigeration, sheet metal, 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 limited by a board order.

*h.* Perform any other functions authorized by a provision of law.

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