

205—1.4(904A) Board meetings.

1.4(1) Meetings. The board may conduct the following meetings:

a. Business meeting. The board may meet each month to consider rules, procedure and other matters.

b. Public hearing. The board may conduct a public hearing to solicit input and comment on parole and work release procedures.

c. Board session. The board shall be in session each month at any location designated by the chairperson. A board session may include:

- (1) Parole and work release case reviews;
- (2) Parole and work release interviews;
- (3) Parole rescission;
- (4) Parole discharge reviews;
- (5) Executive clemency reviews.

1.4(2) Quorum.

a. A majority of the members of the board constitutes a quorum except as provided herein.

b. The chairperson shall designate panels composed of at least three board members to conduct board sessions except as provided herein.

1.4(3) Majority vote. All questions shall be decided by a majority vote of the members except as provided herein.

a. In all cases when an alternate member assumes the role of a regular board member, the number of board members for purposes of majority votes remains at five.

b. During a board session, at least one member of the panel shall not be an alternate member.

1.4(4) Parliamentary authority. Robert's Rules of Order, current edition, shall govern the conduct of all business meetings of the board except as provided herein.

1.4(5) Minutes. The board shall keep copies of the minutes of board meetings on file at the business office. The list of individuals considered by the board for action shall constitute the minutes of a board session.

1.4(6) Public notice and agenda. The board shall establish the date, time, and location of all meetings. The board shall give public notice of all meetings pursuant to Iowa Code chapter 21. The board shall mail copies of, or provide by electronic means, notices of public meetings and tentative agenda to news media that have so requested. When it is determined that an emergency meeting is required, the board shall notify the news media as soon as the need for an emergency meeting has been decided. The nature of the emergency shall be stated in the minutes.

1.4(7) Public access to meetings. Members of the public have access to board meetings as provided in Iowa Code chapter 21. Persons wishing to appear before the board shall submit their requests to the business office not less than three days prior to the business meeting. Members of the public wishing to attend board meetings conducted in department of corrections penal institutions should consult, in advance, department of corrections administrative rules relating to visitation and public access.

1.4(8) Electronic meetings. The board may conduct a meeting by electronic means as provided in Iowa Code section 21.8.

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