

**761—102.11(312) Process for approval of a new or modified distribution formula.**

**102.11(1)** Proposals to adopt a new or modified distribution formula may be initiated by the committee itself or by the executive board of either the Iowa county engineers association or the Iowa state association of county supervisors upon request to the committee.

**102.11(2)** When a formula change has been initiated or requested, the committee shall meet, establish a work plan, and set up a work schedule.

**102.11(3)** The committee shall conduct such studies, research, development, and testing as are required to evaluate the proposal and shall, within 18 months after initiation or receipt of the proposal, publish an official report outlining the committee's findings and recommendations.

**102.11(4)** If the official report recommends adoption of a new or modified distribution formula, the chair shall communicate the details of the committee's recommendations to all county engineers, all county supervisors and the department of transportation in such a manner as the committee deems appropriate. This communication shall solicit comments on the committee's recommendations.

**102.11(5)** After receipt and consideration of comments from counties, the committee may adopt a resolution that formally proposes a distribution formula and places it into official consideration.

**102.11(6)** The chair shall forward the resolution to the executive boards of both the Iowa county engineers association and the Iowa state association of county supervisors, with a request for endorsement of the proposed distribution formula.

**102.11(7)** If both executive boards endorse the proposed distribution formula, the chair shall request each individual county to consider and adopt a resolution in favor of or in opposition to the proposed distribution formula.

**102.11(8)** If at least 66 counties adopt resolutions in favor of the proposed distribution formula, the distribution formula is adopted without further committee action.

**102.11(9)** The chair shall notify the following organizations and groups when the distribution formula has been adopted:

- a.* The executive board of the Iowa county engineers association.
- b.* The executive board of the Iowa state association of county supervisors.
- c.* The office of systems planning of the department of transportation.
- d.* The office of the treasurer of state.
- e.* All county engineers and county supervisors.
- f.* The Iowa county engineers association service bureau.