

**761—102.7(312) Committee meetings.** Committee meetings shall be held at the call of the chair or when two committee members so request. Committee meetings shall be conducted in accordance with Iowa Code chapter 21. Committee meetings may be held electronically, in accordance with Iowa Code section 21.8. The committee shall meet at least once annually.

**102.7(1)** Each county member is a voting member and is eligible to vote at every committee meeting the member attends. Attendance may include members who are present at the meeting electronically through a telephone conference call, an Iowa communications network connection or other electronic means deemed appropriate by the chair.

**102.7(2)** A minimum of eight voting members is required for a quorum. If a quorum is not present at a meeting, the meeting shall be rescheduled.

**102.7(3)** A majority of voting members shall be required to pass ordinary items of business.

**102.7(4)** A resolution to propose a new or modified secondary road fund distribution formula or farm-to-market road fund distribution formula shall require ten affirmative votes.

**102.7(5)** A resolution to adopt, amend or rescind administrative rules shall require ten affirmative votes.

**102.7(6)** In addition to the requirements of Iowa Code chapter 21, the chair shall post meeting agendas on the Iowa county engineers association Web site and the Iowa state association of county supervisors Web site and shall send copies of agendas to all county engineers and supervisors.

**102.7(7)** Minutes of each meeting shall be kept; the presiding chair shall be responsible for the minutes. Minutes of a meeting shall be presented to the committee for approval at its next meeting. The chair shall post approved minutes on the Iowa county engineers association Web site and the Iowa state association of county supervisors Web site and shall file the minutes with the office of systems planning of the department of transportation.