

**201—1.6(904) Board of corrections.** The director of the department has, by statute, the advice and counsel of the board of corrections. This seven-member board is appointed by the governor with confirmation by the senate, and its powers and duties are policymaking and advisory with respect to the services and programs operated by the department.

**1.6(1)** A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

**1.6(2)** When a quorum is present, a position is carried by a majority of the qualified members of the board.

**1.6(3)** Copies of administrative rules and other materials considered are made a part of the minutes by reference.

**1.6(4)** Copies of the minutes are kept on file in the director's office.

**1.6(5)** At each meeting the board shall set the date and location of the next meeting.

*a.* Notice of the meetings shall be given pursuant to Iowa Code chapter 21.

*b.* When it is determined by the chairperson of the board that an emergency meeting is required, the communications media shall be notified as far in advance of the meeting as time allows. The nature of the emergency shall be stated in the minutes.

*c.* Persons wishing to appear before the board shall submit their request to the department office not less than ten days prior to the meeting. Presentations may be made at the discretion of the chairperson and only upon matters appearing on the agenda.

*d.* Persons wishing to submit written material should do so at least ten days in advance of the scheduled meeting to ensure that board members have adequate time to receive and evaluate the material.

**1.6(6)** In cases not covered by these rules, Robert's Rules of Order shall govern.

**1.6(7)** The chairperson may appoint committees of the board as necessary to conduct the business of the board. Committee meetings shall comply with Iowa Code chapter 21.

**1.6(8)** The board shall:

*a.* Oversee the work of the department as defined in Iowa Code section 904.105 and, for this purpose, the board shall have access at any time to all books, papers, documents and records of the department.

*b.* Report to the governor and the general assembly recommendations regarding the activities of the department when necessary.

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