

**641—55.6 (135) Meetings.**

**55.6(1)** The council shall meet at least quarterly.

*a.* The annual meeting schedule shall be established by the beginning of the fiscal year.

*b.* Meetings will be held the following months: January, April, July and October.

**55.6(2)** Notice of routine meetings and agenda will be made available to the members a minimum of five working days prior to the meeting.

**55.6(3)** Meetings may be scheduled as business requires, but notice must be given to members at least five working days prior to the meeting.

**55.6(4)** All meetings will be held in facilities accessible to and functional for people with physical disabilities.

**55.6(5)** Notification for reasonable accommodations should be made to department staff at least three working days prior to the meeting.

**55.6(6)** All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

**55.6(7)** Cameras and recording devices may be used at open meetings, provided they do not obstruct the meeting. The presiding officer may request a person using such a device to discontinue its use if it is obstructing the meeting.

**55.6(8)** The presiding officer may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

**55.6(9)** The operation of council meetings will be governed by the following rules of procedure:

*a.* A simple majority of the appointed members shall constitute a quorum. Motions may not be made without a quorum.

*b.* When a quorum is present, a motion is carried by affirmative vote of two-thirds of appointed members present.

*c.* Time for public comment will be made during each council meeting.

**55.6(10)** Meeting attendance.

*a.* Council members are expected to be present in person for council meetings with the exception of extenuating circumstances that have been cleared beforehand by the chairperson.

*b.* Any council member who is unable to attend a meeting will notify council staff at least 24 hours prior to the start of a regularly scheduled meeting. A meeting may be canceled if attendance is expected to be low.

*c.* If there are extenuating circumstances, a teleconference may be set up for the member to participate in the business portion of the meeting.

*d.* Appointed members may be recommended for dismissal from the council if they miss more than three meetings annually.

**55.6(11)** Special meetings. Special meetings shall be for business of the council that cannot wait until the next scheduled meeting.

*a.* Special meetings may be called by the chairperson to discuss emergent issues within a 24-hour time period.

*b.* A majority of council members may call a special meeting.

*c.* Special meetings shall be held in accordance with Iowa Code chapter 21.

**55.6(12)** Electronic meetings.

*a.* The council may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical, pursuant to Iowa Code section 21.8.

*b.* Any vote by E-mail shall have the tabulated results presented at the next regular meeting of the council and the ballots retained for a period of six months for confirmation of results.