

641—55.7 (135) Minutes. The advisory council shall keep minutes of all its meetings showing the date, time, place, members present, members absent, and the general topics discussed.

55.7(1) The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.

55.7(2) If a meeting is convened within a 24-hour time period to discuss emergent issues, the minutes shall reflect the emergent nature of the meeting.

55.7(3) If a meeting is conducted via telephone, the minutes shall reflect the reason for the use of this method of meeting.

55.7(4) The minutes shall be available at the council staff office for inspection Monday through Friday from 8:30 a.m. to 4:30 p.m.

[ARC 9772B, IAB 10/5/11, effective 11/9/11]