

**441—1.6(17A) Mental health and developmental disabilities commission.** The administrator of the division of mental health and developmental disabilities has, by statute, the advice and counsel of the mental health and mental retardation commission. This 15-member commission is appointed by the governor with confirmation by two-thirds of the members of the senate. The commission's powers and duties are policymaking and advisory with respect to mental health and mental retardation, services, and programs administered by the division of mental health and developmental disabilities.

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

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

**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 office of the administrator of the division of mental health and developmental disabilities.

**1.6(5)** At each meeting the commission shall determine the next meeting date. Special meetings may be called by the chair or at the request of the majority of commission members.

**1.6(6)** Any person wishing to make a presentation at a commission meeting shall notify the Administrator, Division of Mental Health and Developmental Disabilities, Hoover State Office Building, Des Moines, Iowa 50319-0114, (515)281-5874, at least 15 days prior to the commission meeting.

**1.6(7)** In cases not covered by these rules, Robert's Rules of Order shall govern.

**1.6(8)** The department of inspections and appeals shall be the authorized representative to conduct hearings and appeals for the mental health and mental retardation commission.

This rule is intended to implement Iowa Code section 17A.3.