

**801—1.2 (35,35A,35D) Commission.** The commission is established and operates in accordance with Iowa Code chapter 35A.

**1.2(1) Office location.** The commission maintains its office at the Iowa Department of Veterans Affairs at Camp Dodge. The mailing address is: Iowa Commission of Veterans Affairs, c/o Camp Dodge, Building 3465, 7105 NW 70th Avenue, Johnston, Iowa 50131-1824. The telephone number is (515)727-4698 or 1-800-838-4692 (1-800-VET-IOWA).

**1.2(2) Meetings and conduct of business.**

*a. Meetings.* Regular meetings of the commission shall be held four times a year during the months of January, April, July, and September at 10 a.m. Notice of the time, place, and tentative agenda of all meetings shall be posted on the bulletin board located in the office of the governor 24 hours prior to the meeting. The agenda for each meeting shall include a reasonable time period for public comment. Special meetings shall be held pursuant to call by the chairperson. Notice of time and place shall be posted in the same manner as a regular meeting.

*b.* A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

*c.* A quorum is required to carry a position.

*d.* Copies of minutes shall be kept on file in the office of the department.

*e.* In cases not covered by these rules, Robert's Rules of Order shall govern.

*f.* An equal number of meetings shall be conducted at Camp Dodge and the Iowa Veterans Home.

**1.2(3) Duties.** The duties of the commission are as follows:

*a.* Organize and annually select a chairperson, a senior vice-chairperson and a junior vice-chairperson at the first meeting of each state fiscal year.

*b.* Supervise the commandant's administration of commission policy for the operation and conduct of the Iowa Veterans Home as set out in rule 801—1.4(35A,35D) and 801—Chapter 10.

*c.* Review proposed administrative rules submitted by the department concerning the management and operation of the department. Unless the commission votes to disapprove a proposed rule on a two-thirds vote at the earlier of the next regularly scheduled meeting of the commission or a special meeting of the commission called by the commission within 30 days of the date the proposed rule is submitted, the department may proceed to adopt the rule.

*d.* Advise and make recommendations to the department, the general assembly, and the governor concerning issues involving and impacting veterans in this state.

*e.* Advise and make recommendations to the general assembly and the governor concerning the management and operation of the department.

*f.* Conduct an equal number of meetings at Camp Dodge and the Iowa Veterans Home. The agenda for each meeting shall include a reasonable time period for public comment.

*g.* Administer the Iowa veterans trust fund pursuant to 801—Chapter 14, Iowa Administrative Code.

*h.* Maintain and authorize expenditures from the veterans license fee fund to fulfill the responsibilities of the commission pursuant to Iowa Code section 35A.11.