

**481—365.4(21,89A) Public meetings.**

**365.4(1)** The board shall hold at least one meeting each calendar quarter.

**365.4(2)** Board meetings are governed in accordance with Iowa Code chapter 21 and conducted in accordance with Robert's Rules of Order.

**365.4(3)** The chairperson or the chairperson's designee prepares the agenda listing all matters to be discussed at the meeting.

**365.4(4)** A majority of the members of the board constitutes a quorum, and all final motions and actions must receive a majority of a quorum vote.

**365.4(5)** Members of the public may be present during board meetings unless the board votes to hold a closed session in accordance with Iowa Code chapter 21. The dates and locations of board meetings may be obtained from the board's website or the board office.

**365.4(6)** At every regularly scheduled board meeting, time will be designated for public comment. During the public comment period, any person may speak for up to two minutes. Requests to speak for two minutes per person when a particular topic comes before the board may be granted at the discretion of the chairperson. The chairperson may limit total public comment time to ten minutes.

**365.4(7)** The person presiding at a meeting of the board may exclude a person from an open meeting for behavior that obstructs the meeting.

**365.4(8)** Cameras and recording devices may be used at open meetings provided the cameras and recording devices do not obstruct the meeting. If the user of a camera or recording device obstructs the meeting by the use of such device, the person presiding at the meeting may request the user to discontinue use of the camera or device.

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