

**421—24.3(216A) Council terms and procedures.**

**24.3(1) Terms of office.** Unless otherwise provided by law, terms of members, election of officers, and other procedural matters shall be as determined by the council pursuant to Iowa Code section 216A.107(2).

*a.* The term of office for the members of the council selected by the other members of the council pursuant to Iowa Code sections 216A.107(1) “*f*” to “*h*” and “*l*” shall be three years. Such members whose terms expire may be reappointed and shall receive actual expenses incurred while serving in their official capacity, subject to statutory limits. The members as specified under Iowa Code sections 216A.107(1) “*f*” and “*g*” shall also receive per diem compensation as provided in Iowa Code section 7E.6.

*b.* The term of office of a legislative member of the council shall end if the legislative member ceases to be a member of the general assembly.

*c.* Vacancies in membership of the council shall be filled in the same manner as the original appointment.

**24.3(2) Meetings and procedures.**

*a.* The council shall meet at least four times per year. Special meetings may be called by the chairperson or upon the written request of a majority of council members.

*b.* Members of the council shall elect a chairperson, vice chairperson and such other officers as the council deems necessary to two-year terms at the first council meeting held after July 1 in even-numbered years. Officers shall assume office at the first meeting following the election. A vacancy in any elective office shall be filled by council action.

*c.* A quorum shall consist of a majority of the members eligible to vote. When a quorum is present, a position is carried by a majority of the members, or members’ designees, eligible to vote.

*d.* Copies of the minutes of council meetings shall be filed in the office of the administrator of the Division of Community Action Agencies, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319.

*e.* The council is a governmental body subject to the provisions of Iowa Code chapters 21 and 22. Procedural matters of the council not addressed by these rules shall be determined according to Robert’s Rules of Order, consistent with Iowa law.

*f.* The provisions of Iowa Code section 69.15 regarding nonattendance and vacancies shall apply to the council except that, with respect to Iowa Code section 69.15(3), the council chairperson shall accept or reject resignations and notify the member of such decision. Vacancies shall be filled as provided in subrule 24.3(1).

[ARC 6101C, IAB 12/29/21, effective 2/2/22]