

**Senate File 2327 - Introduced**

SENATE FILE 2327  
BY COMMITTEE ON LOCAL  
GOVERNMENT

(SUCCESSOR TO SF 2232)

**A BILL FOR**

1 An Act relating to the publication and contents of minutes of  
2 meetings of city councils and county boards of supervisors.  
3 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

1 Section 1. Section 331.504, subsection 1, Code 2009, is  
2 amended to read as follows:

3 1. Record the proceedings of the board. ~~The~~ In addition  
4 to information that is required to be included under other  
5 provisions of the Code, the minutes of the board shall include  
6 a all of the following:

7 a. A record of all actions taken and the complete text of  
8 the motions, resolutions, amendments, and ordinances adopted  
9 by the board. ~~Upon the request of a supervisor present at a~~  
10 meeting, the minutes shall include a record of the vote of each  
11 supervisor on any question before the board. The minutes shall  
12 show the results of each vote taken and information sufficient  
13 to indicate the vote of each member present.

14 b. Whether the meeting was a regular, adjourned, or special  
15 meeting.

16 c. The date, location, starting time, and ending time of the  
17 meeting.

18 d. The names of the members of the board who were present  
19 at the meeting and the names of the members who were excused or  
20 absent from the meeting.

21 e. Whether the minutes from the previous meeting were  
22 approved as read or approved as corrected. If a correction  
23 is made in the text of the minutes being approved, such  
24 corrected minutes shall be furnished by the auditor in their  
25 entirety within one week for publication in the newspaper which  
26 published the original minutes.

27 f. A description of all issues addressed by the board  
28 or raised before the board, including a list of the names  
29 of persons who addressed the board on such issues. Matters  
30 discussed in closed session pursuant to section 21.5 shall not  
31 be published until entered on the public minutes.

32 Sec. 2. Section 372.13, subsection 6, Code Supplement 2009,  
33 is amended to read as follows:

34 6. a. Within fifteen days following a regular or special  
35 meeting of the council, the clerk shall cause the minutes of

1 the proceedings of the council, including the total expenditure  
2 from each city fund, to be published in a newspaper of general  
3 circulation in the city. In addition to information that is  
4 required to be included under other provisions of the Code,  
5 the minutes of the proceedings shall include the following  
6 information:

7 (1) Whether the meeting was a regular or special meeting.

8 (2) The date, location, starting time, and ending time of  
9 the meeting.

10 (3) The names of the members of the council who were present  
11 at the meeting and the names of the members who were excused or  
12 absent from the meeting.

13 (4) Whether the minutes of the proceedings from the previous  
14 meeting were approved as read or approved as corrected.

15 If a correction is made in the text of the minutes of the  
16 proceedings being approved, the clerk shall furnish such  
17 corrected minutes in their entirety within one week for  
18 publication in the newspaper which published the original  
19 minutes.

20 (5) A description of all issues addressed by the council  
21 or raised before the council, including a list of the names  
22 of persons who addressed the council on such issues. Matters  
23 discussed in closed session pursuant to section 21.5 shall not  
24 be published until entered on the public minutes.

25 (6) A record of all actions taken and the complete text of  
26 the motions, resolutions, amendments, and ordinances adopted by  
27 the council. The minutes shall show the results of each vote  
28 taken and information sufficient to indicate the vote of each  
29 member present.

30 b. The publication under paragraph "a" shall include a  
31 list of all claims allowed and a summary of all receipts and  
32 shall show the gross amount of the claims. The list of claims  
33 allowed shall show the name of the person or firm making  
34 the claim, the reason for the claim, and the amount of the  
35 claim. If the reason for the claims is the same, two or more

1 claims made by the same vendor, supplier, or claimant may be  
2 consolidated if the number of claims consolidated and the  
3 total consolidated claim amount are listed in the statement.  
4 However, the city shall provide at its office upon request an  
5 unconsolidated list of all claims allowed. ~~Matters discussed~~  
6 ~~in closed session pursuant to section 21.3 shall not be~~  
7 ~~published until entered on the public minutes.~~

8 c. ~~However, in~~ In cities having more than one hundred fifty  
9 thousand population, the council shall each month print in  
10 pamphlet form a detailed itemized statement of all receipts and  
11 disbursements of the city, and a summary of its proceedings  
12 during the preceding month, and furnish copies to the city  
13 library, the daily newspapers of the city, and to persons who  
14 apply at the office of the city clerk, and the pamphlet shall  
15 constitute publication as required. Failure by the clerk to  
16 make publication is a simple misdemeanor.

17 d. The provisions of this subsection are applicable in  
18 cities in which a newspaper is published, or in cities of  
19 two hundred population or over, but in all other cities,  
20 posting the statement in three public places in the city which  
21 have been permanently designated by ordinance is sufficient  
22 compliance with this subsection.

23 EXPLANATION

24 This bill amends provisions relating to the contents and  
25 publication requirements for minutes of meetings of city  
26 councils and county boards of supervisors.

27 The bill requires the minutes of the meetings of a city  
28 council or a county board of supervisors to include whether the  
29 meeting was a regular or special meeting, the date, location,  
30 starting time, and ending time of the meeting, the names of the  
31 members who were present at the meeting and the names of the  
32 members who were excused or absent from the meeting, whether  
33 the minutes of the proceedings from the previous meeting were  
34 approved as read or approved as corrected, a description of all  
35 issues addressed or raised during the meeting, and a list of

1 the names of persons who spoke on such issues.

2 The bill requires the minutes of the proceedings of a city  
3 council to include a record of all actions taken and the  
4 complete text of the motions, resolutions, amendments, and  
5 ordinances adopted by the council. Under current law, county  
6 boards of supervisors have a similar requirement. The bill  
7 also requires that minutes of county boards of supervisors  
8 and city councils show the results of each vote taken and  
9 information sufficient to indicate the vote of each member  
10 present. Under current law applicable to county boards of  
11 supervisors, such information is only included upon request of  
12 a member.

13 The bill provides that if a correction is made in the text of  
14 the minutes being approved by a city council or a county board  
15 of supervisors, such corrected minutes must be furnished in  
16 their entirety within one week for publication in the newspaper  
17 which published the original minutes.