

**349.18 Supervisors' proceedings — each payee listed — publication.**

1. All proceedings of each regular, adjourned, or special meeting of a board of supervisors, including the schedule of bills allowed, shall be published immediately after the adjournment of the meeting.

2. The publication of the schedule of the bills allowed shall include a list of all claims allowed, including salary claims for services performed, showing the name of the person or firm making the claim, the reason for the claim, and the amount of the claim, except that the publication of claims shall comply with the following:

a. The names of persons receiving relief shall not be published.

b. The salaries paid to persons regularly employed by the county shall only be published annually showing the total amount of the annual salary.

c. If the reason for the claims is the same, two or more claims made by the same vendor, supplier, or claimant may be consolidated if the number of claims consolidated and the total consolidated claim amount are listed in the statement. However, the board shall provide at its office upon request an unconsolidated list of all claims allowed.

3. a. The county auditor shall furnish a copy of the proceedings to be published, within one week following the adjournment of the board. The county auditor shall include either a summary of all resolutions or the complete text of resolutions adopted by the board in the furnished copy of the proceedings. As used in [this subsection](#), “summary” means a narrative description of the resolution setting forth the main points in a manner calculated to inform the public in a clear and understandable manner the meaning of the resolution and to provide the public with sufficient notice of the policy stated or action to be taken, as resolved by the board in the resolution. The narrative description shall include the title of the resolution, an accurate and intelligible synopsis of the essential elements of the resolution, a statement that the description is a summary, the location and the normal business hours of the office where the full text of the resolution may be inspected, and the effective date of the resolution. Legal descriptions of property set forth in a resolution shall be described in full. The narrative description shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When necessary to use technical or legal terms not generally familiar to the public, the narrative description shall include definitions of those terms.

b. In addition to the requirements in paragraph “a”, if a county operates an internet site, the county auditor shall post the full text of all resolutions adopted by the board on the internet site. Any posted summary or text of a full resolution shall include links directing readers to information relevant to the content of the resolution.

[C27, 31, 35, §5412-a1; C39, §5412.1; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §349.18]  
[83 Acts, ch 123, §158, 209; 84 Acts, ch 1069, §1; 2006 Acts, ch 1018, §4; 2018 Acts, ch 1133, §2](#)

Referred to in [§331.504](#)