

BOARD OF DIRECTORS

Order of Regular Business Meetings of the Board

Insofar as practicable, the order of business at all meetings shall be as follows:

1. Call to Order/Roll Call
 - a. acknowledge visitors
2. Positive comments
3. Approval of minutes
4. Approval of bills
5. Approval of financial reports
6. Reports of special committees
7. Unfinished business
8. New business
9. Administrative reports
10. Adjournment

The tentative agenda, required by the Open Meetings law to be included with the notice given at least 24 hours before the meetings, shall be specific enough to properly inform the public of the business before the Board. The tentative agenda can be amended within the 24-hour notice period only if good cause exists requiring action on additional matters. If such matters are added, a statement to that effect should be entered in the minutes, and as much advance notice as possible should be given to the public and the media. This is not meant to prevent the Board or members of the public or the staff from introducing items for discussion only; action on discussion items, however, must normally be deferred to a subsequent meeting when the legally required notice can be given.

Revised and adopted: 08-20-90

Date of Review: 10-18-93, 11-18-96, 8-16-99, 01-20-03, 01-15-07

LEGAL REF.: Iowa Code Chapter 28A