

361—10.8(17A,74GA,ch1228) Notice of hearing.

10.8(1) Service. A written notice of the hearing with a statement of the charges shall be served personally or delivered by registered mail to the last known address of the alleged violator at least 30 days prior to the date of the hearing. “Registered mail” means that form of postal delivery, under postal regulations in effect at the time of service, which ensures that a mailing receipt and a record of delivery are obtained. “Registered mail” does not mean that form of postal delivery which provides only for protection against loss or damage, and does not ensure that a receipt of delivery is obtained.

10.8(2) Contents of notice. The notice of hearing shall include:

1. The date, time, and place of hearing.
2. A short and plain statement of charges which alleges a violation of Iowa Code chapter 68B as amended by 1992 Iowa Acts, chapter 1228.
3. A statement of the council’s legal authority and jurisdiction.
4. A reference to the statutes and rules involved.
5. A statement that the alleged violator has a right to appear at the hearing and be heard.
6. A statement that the alleged violator may be represented by legal counsel at the hearing.
7. A statement requiring the alleged violator to submit an answer within 20 days after receipt of the notice of the hearing.