

**263—9.2(368) Meetings.** Meetings of the committee shall be conducted in compliance with Iowa Code chapter 21.

**9.2(1) Scheduling.** Committee hearings shall be scheduled by the board and may be tentatively scheduled at the time the petition is accepted. Board staff shall verify the availability of local representatives to participate on the scheduled hearing date and will notify the board if the local representatives are not all available on the date initially selected by the board.

**9.2(2) Quorum.** A quorum of the committee consists of three board members and one local representative or, if the number of local representatives exceeds two, three board members and at least one-half of the appointed local representatives. A quorum must be present in order for the committee to conduct a meeting or hearing.

**9.2(3) Chairperson.** The chairperson of the city development board, or the chairperson's designee, shall serve as chairperson of all committee proceedings.

**9.2(4) Notice.** Notice of the time, place, and purpose of each meeting shall be provided by regular mail to all parties, posted at the office of the city development board, and made available to all interested persons upon request. Notice of a committee public hearing will also be published as required by Iowa Code section 368.15.

**9.2(5) Minutes.** Minutes of all committee meetings shall be kept pursuant to Iowa Code chapter 21. The minutes of any committee meeting, but not including public hearings held pursuant to Iowa Code section 368.15, shall serve as the record of the meeting. The record of public hearing proceedings shall be in accordance with subrule 9.10(5).

**9.2(6) Telephone and electronic proceedings.** The committee chairperson may, on the chairperson's own motion or as requested by a party, order hearings or argument to be held by telephone conference or other electronic means in which all parties have an opportunity to participate. The committee chairperson will determine the location of the parties and witnesses for telephone or other electronic hearings. The convenience of the witnesses or parties, as well as the nature of the case, will be considered when location is chosen. Objections, if any, shall be filed with the committee and served on all parties at least three business days in advance of the hearing.