

## **Information about MHDS Commission meetings and public access:**

- Meetings of the Commission are public meetings and are conducted in accordance with Iowa's open meetings law and rules.
- Quorum for the Commission is two-thirds of the voting members. If all positions are filled, twelve of the eighteen voting members must be present (in person or by electronic means) for the Commission to take official action.
- When a quorum is present a motion is carried by a simple majority of those qualified members present and voting.
- Copies of administrative rules and other materials considered or distributed during a meeting are made a part of the minutes.
- Copies of the minutes are kept on file in the Office of the Administrator of the Division of Mental Health and Disability Services at the Department of Human Services.
- At each meeting the Commission will determine their next meeting date. Special meetings may be called by the Chair or at the request of the majority of Commission members.
- Anyone wishing to make a presentation at a Commission meeting should contact the Division of Mental Health and Disability Services, Hoover State Office Building, Des Moines, Iowa 50319, (515) 725-0131, at least 15 days prior to the Commission meeting.
- Unless otherwise specified by state administrative rule, Robert's Rules of Order will govern the conduct of the meeting.
- The Iowa Department of Inspections and Appeals is the authorized representative to conduct hearings and appeals for the Commission.

(See Iowa Code Section 225C.5, IAC 441-1.6.)