

## TITLE II POLICY AND ADMINISTRATION

### CHAPTER 7 MEETINGS

**2-7-1 Meetings.** All meetings of the City Council, any board or commission, or any multi-membered body formally and directly created by an of the foregoing bodies shall be held in accordance with the following:

1. Schedule of Meetings. All meetings times and dates of the boards and commissions shall be established no less frequently than once a calendar year and shall be submitted to the City Clerk before the beginning of each calendar year so that they can be distributed to the City Council. Any changes to that schedule will then be changed after notification to the Council.
2. Notice of Meetings. Reasonable notice, as defined by State law, of the time, date and place of each meeting, and its tentative agenda shall be given.  
(Code of Iowa, sec. 21.4)
3. Meetings Open. All meetings shall be held in open session unless closed sessions are held as expressly permitted by State Law.  
(Code of Iowa, sec. 21.3)
4. Minutes. Minutes shall be kept of all meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.  
(Code of Iowa, sec. 21.3)
5. Closed Session. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with Chapter 21 of the Iowa Code.  
(Code of Iowa, sec. 21.5)
6. Cameras and Recorders. The public may use cameras or recording devices at any open session.  
(Code of Iowa, sec. 21.7)
7. Electronic Meetings. A meeting may be conducted by electronic means only in circumstances where such a meeting in person is impossible or impractical and then only in compliance with the provisions of Chapter 21 of the Iowa Code.  
(Code of Iowa, sec. 21.8)

