CHAPTER 4 - OPERATING PROCEDURES

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4.01 BONDS. Surety bonds shall be provided in accordance with the following:

1. Required. Each Trustee shall, before entering upon the duties of office, execute a bond payable to the District, with security to be approved by the Dickinson County Board of Supervisors, in such form and amount as the Board of Supervisors may determine, which bond shall be filed with the county auditor of said county.

(Code of Iowa, Sec 358.10)

2. The Trustees will set the amount of bond to be filed by the Treasurer of the District and by any employee for whom the Board of Trustees may require bond. Such bonds shall be filed with the Treasurer.

(Code of Iowa, Sec 358.12)

4.02 DUTIES-GENERAL. The District shall exercise the powers and perform the duties prescribed by law and this Code of Ordinances, or as otherwise directed by the Board of Trustees unless contrary to State law or District Charter.

4.03 BOOKS AND RECORDS. All books and records required to be kept by law or ordinance shall be open to inspection by the public upon request, unless some other provisions of law expressly limit such right or require such records to be kept confidential. Access to public records which are combined with data processing software shall be in accordance with policies and procedures established by the Sanitary District.

4.04 TRANSFER TO SUCCESSOR. Each officer shall transfer to his or her successor in office all books, papers, records, documents, and property in the officer's custody and pertaining to that office.

4.05 MEETINGS. All meetings of the Sanitary District or any board or commission, or multi-member body formally and directly created by any of the foregoing bodies shall be held in accordance with following:

1. Notice of Meetings. Reasonable notice, as defined by Iowa law, of the time, date and place of each meeting, and its tentative agenda shall be given.

2. Meetings Open. All meetings shall be held in open session unless closed sessions are held as expressly permitted by Iowa law.

(Code of Iowa, Sec. 21.3)

3. 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 in open session. The minutes shall be public records open to public inspection.

(Code of Iowa, Sec 21.5)

4. Closed Session. A closed session may be held only be 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 *Code of Iowa*.

(Code of Iowa, Sec 21.5)

5. Cameras and Recorders. The public may use cameras or recording devices at any open session.

(Code of Iowa, Sec 21.5)

6. Electronic Meetings. A meeting may be conducted by electronic means only in circumstances where meeting in person is impossible or impractical and then only when in compliance with the provisions of Chapter 21 of the *Code of Iowa*.

7. Special Meeting. When a person other than a board member requests a special meeting of the Board of Trustees outside of their normally scheduled meeting the President of the board shall determine whether or not a special meeting should be called.

4.06 PERSONAL INTEREST IN CONTRACTS. A Trustee shall not be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article the expense, price, or consideration of which is paid by such District; nor in the purchase of any real estate or other property belonging to the District, or which is to be sold for taxes or assessments or by virtue of legal process at the suit of the District. However, this section shall not be construed as prohibiting the selection of any person as Trustee because of the person's ownership of real estate in the District or because the person is a taxpayer in the District.

(Code of Iowa 358.15)

4.07 RESIGNATIONS. A Trustee who wishes to resign may do so by submitting a resignation in writing to the Clerk so that it shall be properly recorded and considered. A person who resigns from an elective office is not eligible for appointment to the same office during the time for which the person was elected, if during that time the compensation of the office has been increased.

(Code of Iowa, Sec 372.13[9])

4.08 VACANCIES. Vacancies in the office of Trustee shall be filled by the remaining members of the board for the period until a successor is chosen in the manner prescribed by section 358.9 of the *Code of Iowa* or by section 69.12 of the *Code of Iowa*, whichever is applicable.

(Code of Iowa, Sec 358.9[4])

4.09 GIFTS. Except as otherwise provided by Chapter 68B of the *Code of Iowa*, a public official, public employee, or candidate, or that person's immediate family member, shall not, directly or indirectly, accept or receive any gift or series of gifts from a "restricted donor" as defined in Chapter 68B and a restricted donor shall not, directly or indirectly, individually or jointly with one or more other restricted donors, offer to make a gift or a series of gifts to a public official, public employee or candidate.

(Code of Iowa, Sec 68B.22)

4.10 ORDINANCE APPROVAL/AMENDMENT PROCEDURES. A proposed ordinance or amendment shall be considered and voted on for passage at two meetings of the Board of Trustees prior to the meeting at which it is to be finally passed, unless this requirement is suspended by a recorded vote of not less than a majority of the Trustees.

1. Passage of an ordinance or amendment requires an affirmative vote of not less than a majority of the Board of Trustees. Each Trustee's vote on an ordinance or amendment shall be recorded.

2. An ordinance or amendment becomes effective from and after its adoption and publication. The publication shall be by one publication in a newspaper of general circulation in the District or by posting copies in three public places within the District.