

# **IOWA COLLEGE STUDENT AID COMMISSION**

## **BYLAWS**

**ADOPTED JULY 21, 2017**

**UPDATED JUNE 13, 2025**

### **PURPOSE**

Iowa Code Chapter 256 provides that the Iowa College Student Aid Commission (hereinafter, "Commission") may determine its own organization and bylaws. The following bylaws are intended to assist the Commission as it carries out its statutory duties as outlined in Iowa Code 256.

### **ARTICLE ONE.**

#### **MEETINGS**

*Section 1. Offices.* The principal office of the Commission shall be located at 400 E. 14th Street, Grimes Building Des Moines, Polk County, Iowa. Unless published otherwise, all meetings will be held at the Grimes Building in the State Board Room.

*Section 2. Regular Meetings.* Regular meetings of the Commission shall be set and approved by the Commission. Unless otherwise required by law or these bylaws, meetings will be governed by Robert's Rules of Order.

*Section 3. Special Meetings.* Special meetings of Commissioners may be called by or at the request of the Chair or any three (3) voting Commissioners.

*Section 4. Notice.* Notice of all regular and special meetings shall be given in accordance with Iowa Code Chapter 21.

*Section 5. Quorum.* A quorum shall be established in accordance with Iowa Code Chapter 17A.

*Section 6. Commission Decisions.* When a quorum is present, the act of the majority of Commissioners eligible to vote at a meeting shall be the act of the Commission. In the absence of a quorum, Commission members may meet and hold discussions, but may not take action.

*Section 7. Minutes.* The Commission shall keep minutes of each of its meetings showing the date, time, place, members present, and the action taken at each meeting. The minutes shall show the results of each vote taken. The minutes are kept by the executive director in the commission office.

*Section 8. Presumption of Assent.* A Commissioner who is present at a meeting of the Commission at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is recorded in the minutes of the meeting or unless he or she files written dissent to such action with the person acting as the secretary of the meeting before the adjournment. Such right to dissent shall not apply to a Commissioner who voted in favor of such action.

## ARTICLE TWO.

### COMMISSIONERS

*Section 1. General Powers.* Commissioners shall provide program administration oversight as defined in Iowa Code Chapter 256, and other business and affairs of the Commission.

*Section 2. Appointment to the Commission.* Commissioners shall be appointed in accordance with Iowa Code Chapter 256.

*Section 3. Compensation.* Commissioners, except those members who are employees of the state, shall be paid a per diem as specified in Iowa Code Chapter 7E and shall be reimbursed for actual and necessary expenses.

## ARTICLE THREE.

### OFFICERS AND COMMITTEES

*Section 1. Officers.* The officers of the Commission shall be a Chair and a Vice-Chair, each of whom shall be elected by the Commission. Such other officers as may be deemed necessary may be elected or appointed by Commissioners. The officers of the Commission and the chairs of the standing committees described in Section 6 of this Article shall serve as the Executive Committee.

*Section 2. Election and Term of Office.* The officers of the Commission shall be elected annually at the July meeting of the Commission. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as possible. A public member of the Commission shall be elected to serve as Chair. Each officer shall hold office until his or her successor has been duly elected or until he or she resigns or is removed in the manner hereinafter provided.

*Section 3. Removal.* Any officer elected or appointed by the Commission may be removed by the Commission whenever in its judgment the best interests of the Commission would be served thereby.

*Section 4. Vacancies.* A vacancy in an officer position because of death, resignation, removal, disqualification, or otherwise, may be filled by a voting member of the Commission upon a majority vote of the Commission for the unexpired portion of the term.

*Section 5. Powers and duties.* The powers and duties of the officers shall be as provided in the Commissioner's Handbook or by other directive of the Commission. In the absence of such provisions, the respective officers shall have the powers and shall discharge the duties customarily and usually held

and performed by like officers of similar state bodies or organizations.

*Section 6. Standing Committees.* The Commission may delegate some of its authority to manage, control, and oversee the Commission to standing committees. The standing committees of the Commission shall be, at a minimum, the Executive Committee, Program Oversight Committee, and Administrative Rules and Legislative Action Committee. Members of the committees shall include Commissioners and staff as appointed by the Commission Chair on an annual basis as recommended by the Executive Committee. A voting member of the Commission shall serve as the chair of each committee. The committee chair will report committee activities to the Commission as needed, but not less than once each six months. The Executive Committee shall have the authority of the Commission as provided in Article Four. The Executive Committee will review these bylaws and the Commissioner's Handbook on an annual basis and make recommendations for change when necessary.

*Section 7. Ad Hoc Committees.* Other committees may be designated by the Chair or by a resolution adopted by a majority of the Commissioners present at a meeting at which a quorum is present. Members of the ad hoc committee shall include Commissioners and staff as appointed by the Commission Chair. A voting member of the Commission shall serve as the chair of the ad hoc committee. The committee chair will report committee activities to the Commission during each Commission meeting.

## ARTICLE FOUR.

### AMENDMENTS

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by the Commission at any regular or special meeting of the Commission when a quorum is present; provided, however, that any changes are not in violation of Iowa Code. All alterations and amendments or new bylaws must be provided to the Commission in writing by the Executive Committee at least one Commission meeting prior to Commission action.