

Iowa Dyslexia Board By-laws and Operating Procedures

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Article I

Name

Section 1. The name of the organization shall be the Iowa Dyslexia Board (herein referred to as the Board).

Authorizing Legislation

Section 2. The Board exists by authority of Iowa Code Section 256.32A, Code 2020.

Article II

Purpose and Duties

Section 1. The purpose of the Board is to guide, facilitate, and oversee implementation of dyslexia instruction in Iowa and make recommendations for continued improvement of such instruction. Additionally, the Board is legislated to submit:

- a. Recommendations to the Iowa Department of Education (Department) regarding the required and preferred qualifications for a dyslexia consultant position required in accordance with section 256.9, subsection 60,
- b. Recommendations to the area education agencies (AEAs) regarding the required and preferred qualifications for dyslexia specialists required in accordance with section 273.2, subsection 11, and
- c. Submit its findings and recommendations in a report to the general assembly by Nov. 15 annually.

The Iowa Dyslexia Board is legislated through July 1, 2027.

Article III

Membership & Term Lengths

Section 1. The membership of the Board shall consist of the following members, which serve three-year terms.

- Representative of decoding dyslexia who is an individual with dyslexia
- Provider certified in a structured literacy reading program
- Representative of decoding dyslexia who is a parent of child/children with dyslexia
- Psychologist or speech language pathologist licensed in the state of Iowa with experience in diagnosing dyslexia
- Elementary core literacy teacher
- Special education teacher
- Reading specialist (with preference given to those with a dyslexia specialist endorsement)
- Representative of an institution of higher education in Iowa with documented expertise in dyslexia and reading instruction
- Representative of decoding dyslexia who is a parent of child/children with dyslexia
- Director of the department or the director's designee
- Representative of the Iowa Reading Research Center

- School administrator
- Representative of an area education agency
- The department dyslexia consultant

Appointments and Selection

Section 2. Members of the Board shall be appointed by the Director of the Iowa Department of Education or the director's designee. Applications for membership are accepted by the Bureau of Academics and Learner Supports. Members may be appointed for more than one term, but no more than two consecutive terms unless approved by the Director or the director's designee, or in the event that no qualified applicants are available to fill a designated board role. Membership year is July 1 through June 30. The Department will make appointments maintaining political party balance with no party greater than 50 percent plus one person (IC section 69.16; id. § 69.16A).

Designee

Section 3. Regular attendance is expected. If a member misses two consecutive meetings in a school year, the Department designee will contact them to see if they wish to remain a member or resign from the Board. The Department will appoint a new member in the event of a resignation.

Article IV

Meeting Schedule

Section 1. Board meetings will be scheduled by July 1st for the subsequent school year. Meetings will be scheduled quarterly or at least four times per year. The meeting location will be determined by the Department. Meeting minutes will be sent to the Board prior to the next meeting and approved by the Board at the start of the subsequent meeting. Meeting minutes will be posted on the Iowa Dyslexia Board website.

Meeting in-person (as opposed to electronically) is the standard. Meeting virtually is at the discretion of the chair and only in rare situations when it is impossible or impractical to meet in-person. It is an electronic meeting when the majority participate electronically.

Open Meetings

Section 2. Board meetings shall be open to the public. Public notice must be made at least 24 hours in advance by posting the agenda on the Iowa Dyslexia Board website. Agendas are a rough notice and agenda items may be moved around as needed. The public may join in-person or virtually using the virtual meeting link found in the meeting agenda.

Public Comment

Section 3. A public comment period of up to 15 minutes shall be available at each Board meeting. The public must sign-up to request an opportunity to provide public comment prior to the public comment period. The Board reserves the right to limit the number of persons able to provide public comment during a meeting and move requests for public comment to the next Board meeting. Members of the public may provide public comment in the following ways:

- Attending in-person: Sign-up in-person prior to the public comment period at the meeting or sign-up electronically prior to the public comment period of the meeting. A sign-up link shall be provided in the meeting agenda.

- Attending virtually: Sign-up electronically prior to the public comment period of the meeting. The electronic sign-up shall be available in the agenda.
- Unable to attend a meeting: Provide written public comment to the Iowa Dyslexia Board using the link available on the Iowa Dyslexia Board website.

All public comments will be shared with the Dyslexia Board members at each Board meeting. All public comments will also be included in the annual Report to the Legislature and shared with the State Board of Education annually.

Article V

Board Member Terms and Duties

- Section 1. The Board will elect a chair and vice-chair to a one-year term. The chair and vice-chair shall be elected with simple majority of the Board at the first meeting of the year.
- The chair shall be responsible for preparing, distributing and facilitating the agenda. The vice chair assists the board chair and takes over facilitation in the event the board chair is not available.
- Section 2. Board members represent the public role they serve on the Board.
- Section 3. Board members are responsible for proposing agenda items before Board meetings.
- Section 4. Board members may speak about the Board's work, but shall not speak or lobby on behalf of the Board unless authorized to do so.
- Section 5. Subcommittees may be assigned upon Board approval. Subcommittee work is on behalf of the Board in preparation for public Board meetings. Subcommittees are required to provide updates on actions, progress and items for Board decisions during Board meetings. Subcommittees are not public facing Board meetings.
- Section 6. The Department will provide staff to collaborate with the chair and vice chair to ensure the following occurs:
- Assist in organizing Board meetings.
 - Complete and disseminate meeting minutes.
 - Notify members of meeting time and location.
 - Maintain the Iowa Dyslexia Board website on behalf of the Board.
 - Conduct follow-up activities, including disseminating information/materials, seeking input from the Board.
 - Assist in the development of the annual Report to the Legislature.
 - Assist in communicating Board recommendations.
 - Other duties as assigned.

Subcommittees

- Section 1. The Board may form subcommittees for the purpose of advancing Board priorities and goals.
- Section 2. Membership will be voluntary and members may serve on more than 1 subcommittee at a time.
- Section 3. Subcommittees will be established with priority toward members who have not served previously on the subcommittee, and will have less than the number of Board members that would establish a quorum for any subcommittee's work or meeting.
- Section 4. Subcommittee terms will be for 1 year.

- Section 5. Each subcommittee will nominate a chair and secretary.
- The chair shall schedule meetings, organize agendas, organize the committee to provide board reports (verbal and/or written depending on the nature of the work), and communicate to the board chair and co-chair proposals/recommendations to the board.
- The secretary shall ensure all meeting notes and materials produced by the subcommittee are maintained and shared to the board at each meeting.
- Section 6. Subcommittees shall meet at least quarterly and as frequent as necessary to address Board goals.

Article VI

Board Procedures

- Section 1. Board meetings shall be open to the public and publicized in advance of the meeting.
- Section 2. A public comment period of up to 15 minutes shall be available at each Board meeting.
- Section 3. A quorum is required to do official business. Under Iowa Code chapter 17A, quorum of a multi member state agency (such as a board or commission) is two-thirds.
- Section 4. Board members shall use a simple majority vote for conducting meeting business. At least two-thirds vote is required to approve the following:
- Board mission/vision
 - Board priorities
 - Board measurable actions and goals
 - Board report to the legislation
 - Written/presented board recommendations to families, the Department, districts, and AEAs.
 - By-laws
- If a simple majority or two-thirds vote is not obtained, the Board shall work toward agreement using consensus procedures. Members who do not agree or agree with reservations shall be acknowledged in the decision.
- Section 5. The Board will hold at least four meetings per school year between July 1st and June 30th. Meetings will be scheduled by July 1st of the following school year.
- Section 6. Meetings will be scheduled by the Department in an accessible location.
- Section 7. Reasonable accommodations shall be made for all members and guests. Requests shall be made to the chair prior to a standing meeting.
- Section 8. The Board will serve without compensation. Reimbursement for reasonable and necessary expenses for attending meetings and performing duties is at the discretion of the Department.
- Section 9. The Board shall submit an annual report to the legislature regarding its findings and recommendations by November 15th. Reports shall be submitted to the Department by October 15th or shortly after for processing. The chair will be responsible for assuring the report is written and approved by the Board prior to submission.
- Section 10. The Department shall maintain a webpage to communicate Board meetings, minutes and activities with the public.