



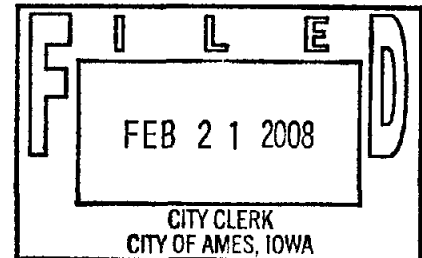
City Attorney's Office

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February 21, 2008

The Honorable Ann H. Campbell, Mayor,
and Members of the City Conference Board

Re: Quorum Required for Conference Board Meetings



Dear Mayor Campbell and Conference Board Members:

I have been asked how many members must be present to constitute a quorum of the City Conference Board. A quorum consists of three of the five voting units making up the Conference Board, and each of the three voting units must have a least two members present.

The Iowa Code sets out the composition of city conference boards. For each city having an assessor, the Code provides that the mayor of the city council acts as chairperson of a conference board consisting of "the members of the city council, school board and county board of supervisors." Section 441.2.

Rules of the Iowa Department of Revenue clarify that for cities that encompass more than one school district, the conference board is expanded to include "the county board of supervisors, the city council, and **the entire board of directors of each school district whose property is assessed by the city assessor.**" 701 I.A.C. 71.19(2)(b)(emphasis added). At least two members of each voting unit must be present in order for the unit to cast a vote. Op.Atty.Gen. (O'Connor), July 21, 1959.

The Ames Conference Board is composed of all the members of five separate bodies: Ames City Council, Story County Board of Supervisors, Ames Community School District, Gilbert Community School District, and United Community School District. Each of the five separate bodies is a voting unit of the Conference Board. From all of the members of all five bodies, at least two members from each of three voting units must be present to constitute a quorum.

Because the Ames Conference Board did not have a quorum for the meeting held January 22, 2008, I recommend that the action items from that meeting be placed on the agenda of the upcoming meeting on February 26 to precede the budget hearing.

Yours truly,

Douglas R. Marek
City Attorney

c: City Assessor, City Clerk