

## Red Tape Review Rule Report (Due: September 1, 2026)

<b>Department Name:</b>	Employment Appeal Board	<b>Date:</b>	May 5, 2026	<b>Total Rule Count:</b>	7
<b>IAC #:</b>	621	<b>Chapter/ SubChapter/ Rule(s):</b>	8	<b>Iowa Code Section Authorizing Rule:</b>	Iowa Code chapter 20
<b>Contact Name:</b>	Christine Louis or Rick Autry	<b>Email:</b>	Christine.louis@eab.iowa.gov Or Rick.autry@eab.iowa.gov	<b>Phone:</b>	515-281-5574 Or 515-281-3070

**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

**What is the intended benefit of the rule?**

The purpose of Iowa Code chapter 20 is to promote harmonious and cooperative relationships between government and its employees. Chapter 8 consists of procedural rules that govern the internal conduct of employee organizations.

**Is the benefit being achieved? Please provide evidence.**

The rules ensure that employee organizations are meeting their legal and ethical obligations to the bargaining unit members they represent.

**What are the costs incurred by the public to comply with the rule?**

None.

**What are the costs to the agency or any other agency to implement/enforce the rule?**

Personnel costs and the costs of electronic systems where employee organizations are required to file and store documents.

**Do the costs justify the benefits achieved? Please explain.**

Yes. The rules ensure employee organizations are meeting their obligations to their bargaining unit members and that there is EAB oversight to ensure they are doing so.

**Are there less restrictive alternatives to accomplish the benefit?  YES  NO**

**If YES, please list alternative(s) and provide analysis of less restrictive alternatives from other states, if applicable. If NO, please explain.**

The restrictions imposed are statutory, and these regulations implement those by requiring that necessary reports and foundational documents are filed at appropriate times, by requiring that these documents and reports are in forms necessary to carry out statutory purposes, and by setting out which personnel are bound by the statutory requirements.

Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language? [list chapter/rule number(s) that fall under any of the above categories]

**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

15.3. Constitution and bylaws. Contained language duplicative of the statute.  
15.4. Annual report. Contained language duplicative of the statute.  
15.7. Failure to comply with employee organization requirements. Contained repetitive language that can be found elsewhere. Contained obsolete language.

**RULES PROPOSED FOR REPEAL (list rule number[s]):**

**RULES PROPOSED FOR RE-PROMULGATION (list rule number[s] or include rule text if available):**

***\*For rules being re-promulgated with changes, you may attach a document with suggested changes.***

**METRICS**

Total number of rules repealed:	0
Proposed word count reduction after repeal and/or re-promulgation	292
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	14

**ARE THERE ANY STATUTORY CHANGES YOU WOULD RECOMMEND INCLUDING CODIFYING ANY RULES?**

CHAPTER 815

INTERNAL CONDUCT OF EMPLOYEE ORGANIZATIONS

~~Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28~~

~~621—8486—15.1(20) Requirements. Before the agency certifies an~~

~~486—15.1(1) Certification requirements. An employee organization may not be certified by the appeal board as the exclusive representative of a bargaining unit, the until that employee organization shall uploadhas uploaded in suPERBSuperb a complete registration report, its constitution and bylaws, and an annual report. Once~~

~~486—15.1(2) Bylaw & constitution requirement. Changes or amendments to a certified, the employee organization's constitution or bylaws will not be recognized until that certified employee organization shall thereafter file an annual report as required by rule 621—8.4(20) and ahas uploaded in Superb both a complete registration report and eonstitution and bylaws whenever its constitution or bylaws are amended as required by rules 621—8.2(20) and 621—8.3(20)-its constitution and bylaws.~~

~~[ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 7011C, IAB 5/3/23, effective 6/7/23]~~

~~621—8486—15.1(3) Petitions to amend certification. A certified employee organization's filing of a petition to amend its certification will not be accepted until that certified employee organization has uploaded in Superb a complete registration report, its constitution and bylaws, and an annual report.~~

~~486—15.2(20) Registration report.~~

~~815.2(1) Time of filing. An employee organization shall file a complete registration report:~~

~~a. Before the employee organization may be certified as the exclusive representative of a bargaining unit; and~~

~~b. Once the employee organization is certified, whenever changes or amendments are made to its constitution or bylaws; orand~~

~~c. When the certified employee organization files a petition to amend its certification.~~

~~e. When the certified employee organization files a petition to amend its certification.~~

~~8.2(2) Form and content. The registration report shall be on the form prescribed by the agency.~~

~~8.2(3) Method of filing. The registration report shall be uploaded in suPERB pursuant to 621—Chapter 16.~~

[ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 7011C, IAB 5/3/23, effective 6/7/23]¶  
~~621—8 486—15.3(20) Constitution and bylaws.~~

~~815.3(1) Time of filing. An employee organization shall file its constitution and bylaws:~~

~~a. Before the employee organization may be certified as the exclusive representative of a bargaining unit; and~~

~~b. Once the employee organization is certified, whenever changes or amendments are made to its constitution or bylaws; ~~or~~and~~

~~c. When the certified employee organization files a petition to amend its certification.¶~~

~~c. When the certified employee organization files a petition to amend its certification.¶~~

~~815.3(2) Form and content.~~

~~a. The constitution or bylaws of every employee organization shall provide that:¶~~

~~(1) Accurate accounts of all income contain the information required by Iowa Code section 20.25 and expenses shall be kept, and an annual financial report and an audit shall be prepared, such accounts shall be open for inspection by any member of the organization, and loans to officers and agents shall be made only on terms and conditions available to all members.¶~~

~~(2) Business or financial interests of its officers and agents, their spouses, minor children, parents or otherwise, that conflict with uploaded in the fiduciary obligation of such persons to the organization shall be prohibited. appeal board's database, Superb.~~

~~(3) Every official or employee of an employee organization who handles funds or other property of the organization, or trust in which an organization is interested, or a subsidiary organization, shall be bonded in an amount and form determined by the agency.¶~~

~~(4) Periodic elections by secret ballot shall be conducted subject to recognized safeguards concerning the equal rights of all members to nominate, seek office, and vote in such elections; that individual~~

members have the right to participate in the affairs of the organization; and that there are fair and equitable procedures in disciplinary actions.¶

b. The employee organization's national or international constitution and bylaws ~~shall~~will be accepted in lieu of the employee organization's constitution and bylaws provided that such national or international constitution and bylaws conform to the requirements of Iowa Code section 20.25.

~~8.3(3) Method of filing. The constitution and bylaws shall be uploaded in suPERB pursuant to 621 Chapter 16.¶~~

[ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 7011C, IAB 5/3/23, effective 6/7/23]¶  
~~621—8486—15.4(20) Annual report.~~

~~815.4(1) Time of filing. An~~A certified employee organization shall file a complete annual report:¶

~~a. Before the employee organization may be certified as the exclusive representative of a bargaining unit; and¶~~

~~b. Once the employee organization is certified, within 90 days following the certified employee organization's fiscal year end; and.~~

~~15 c. When the certified employee organization files a petition to amend its certification.¶~~

~~8.4(2) Form and content. The annual report must be on the form on the appeal board's website. The annual report shall~~must also be on the form prescribed by the board and uploaded in suPERBSuperb and ~~shall~~ contain: the information required by Iowa Code section 20.25.

~~a. The names, addresses, email addresses, and telephone numbers of the organization, any parent organization or organizations with which it is affiliated, the principal officers and all representatives.¶~~

~~b. The name, address, email address, and telephone number of its local agent for service of process.¶~~

~~c. A general description of the public employees the organization represents or seeks to represent.¶~~

~~d. The amounts of the initiation fee and monthly dues members must pay.¶~~

~~e. A pledge, in a form prescribed by the board, that the organization will comply with the laws of the state and that it will accept members without regard to age, race, sex, religion, national origin or physical disability, as provided by law.¶~~

~~f. A financial report and audit.~~<sup>¶</sup>

~~(1(a))~~ The financial report ~~shall~~that must accompany the annual report must contain, ~~at a minimum,~~ the following information: the cash balance from the previous year; a listing of sources and amounts of income; an identified listing of disbursements; and a closing balance. For the first annual report filed by an employee organization, the financial report shall reflect the last completed fiscal year of the organization or, in the case of a new organization, the last completed quarter or quarters of the current fiscal year. For annual reports filed mid-fiscal year ~~with petitions for amendment of certification,~~ the financial report ~~shall~~must reflect the last completed quarter ~~or quarters~~ of the current fiscal year.

~~(2b)~~ The audit ~~shall consist of~~that accompanies the annual report must include a statement that the financial report has been reviewed and found to be true and accurate. The audit must be signed by an auditing committee or a person or persons who hold no office in the employee organization and who did not prepare the financial report.

~~g. (c)~~ All annual reports must contain the name of any person required to be bonded by rule 15.5, the amount of that bond, and the name of the corporate surety company that issued the bond. The name(s) of the person(s) required to be bonded pursuant to rule ~~621—8.5(20); 15.5,~~ the amount of the bond, and the name of the corporate surety company that issued the bond(s).

~~8.4(3) Method of filing.~~ The annual report shall be uploaded in suPERB pursuant to ~~621—Chapter 16.~~<sup>¶</sup>

[~~ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 3278C, IAB 8/30/17, effective 8/10/17; ARC 7011C, IAB 5/3/23, effective 6/7/23~~]<sup>¶</sup>

~~621—8486—15.5(20)~~ **Bond required.** Every person required by Iowa Code ~~section~~paragraph 20.25(3) “c” to be bonded shall be bonded to provide protection against loss by reason of act of fraud or dishonesty on the part of such person, directly or through connivance with others.

**15.5(1) Bond requirements.** The bond of each such person shall be fixed at the beginning of the employee organization’s fiscal year and shall be in an amount of not less than 10 percent of the funds handled by such person or that person’s predecessor ~~or predecessors,~~ if any, during the preceding fiscal year, ~~but in no case.~~ The bond may not be less than \$2,000 nor more than \$500,000. If the employee organization or the trust in which an employee organization is interested does not have a preceding fiscal

year, the amount of the bond ~~shall~~may not be less than \$2,000. Such bonds ~~shall~~must have a corporate surety company as surety thereon.

**815.5(2) Prohibitions.** ~~Any~~No person ~~who is not covered by such bonds shall not~~may be permitted to receive, handle, disburse or otherwise exercise control of the funds or other property of an employee organization or of a trust in which an employee organization is interested~~., unless that person is covered by a bond as set forth in subrule 15.5(1).~~ No such bond ~~shall~~may be placed through an agent or broker or with a surety company in which any employee organization or any officer, agent, shop steward or other representative of an employee organization has any direct or indirect interest.

[ARC 2916C, IAB 1/18/17, effective 2/22/17]¶  
~~621—8486—15.6(20) Trusteeships.~~

**815.6(1) Application and establishment.** Prior to establishing a trusteeship, an organization shall file an application to establish or administer a trusteeship over a subordinate employee organization certified by the ~~agency~~appeal board. The organization shall attach a copy of its constitution and bylaws to its application.

a. The ~~appeal~~ board will review the organization's constitution and bylaws and permit the establishment of a trusteeship if the trusteeship procedures are reasonable.

b. Trusteeships ~~shall~~may be established or administered by an organization over a subordinate employee organization only in accordance with the constitution or bylaws of the organization which has assumed trusteeship over the subordinate body and for the purpose of correcting corruption or financial malpractice, assuring the performance of collective bargaining agreements or other duties of a bargaining representative, restoring democratic procedures or otherwise carrying out the legitimate objectives of the employee organization.

**815.6(2) Reports.**

a. Every organization which assumes trusteeship over any subordinate employee organization shall file with the ~~agency~~appeal board within 30 days after the imposition of any such trusteeship, and semiannually thereafter, a report, signed by its president and treasurer or corresponding principal officers,

as well as by the designated trustees of such subordinate employee organization, ~~containing. The report must contain~~ the following information:

- (1) The name and address of the subordinate employee organization;
- (2) The date of the establishment of the trusteeship;
- (3) A detailed statement of the reason for the establishment or the continuation of the trusteeship; and
- (4) The nature and extent of participation by the membership of the subordinate employee organization in the selection of delegates to represent such employee organization in regular or special conventions or other policy-determining bodies and in the election of officers of the organization which has assumed trusteeship over the employee organization.

b. The initial report of the establishment of the trusteeship ~~shall~~must include a full and complete account of the financial condition of the subordinate employee organization as of the time trusteeship was assumed over it.

**815.6(3)** *Continuing duty to report.* During the continuance of a trusteeship, the organization which has assumed trusteeship over a subordinate employee organization shall file on behalf of the subordinate employee organization all reports required by this chapter. Such reports ~~shall~~must be signed by the president and treasurer or corresponding principal officers of the organization which has assumed such trusteeship and the designated trustees for the subordinate employee organization.

**815.6(4)** *Method of filing.* The application and any required reports ~~shall~~must be electronically filed in the electronic document management system (EDMS) pursuant to ~~621486~~—Chapter ~~16-18~~.

~~[ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 7011C, IAB 5/3/23, effective 6/7/23]~~¶

~~**621—8486—15.7(20) Failure to comply with employee organization requirements.** The agency shall not certify an employee organization or may revoke the existing certification(s) of an employee organization for failure to file a registration report, its constitution and bylaws, or an annual report or otherwise fail to comply with Iowa Code section 20.25.~~

~~**815.7(1)** *Upon completion of a valid certification election.* If an employee organization fails to file a registration report, constitution and bylaws, or annual report or otherwise comply with these rules or Iowa~~

~~Code section 20.25~~ within 90 days following the completion of a valid certification election, ~~the agency to file a registration report, its constitution and bylaws, or an annual report or fails to otherwise comply with Iowa Code section 20.25 the appeal board~~ will not certify the employee organization and will serve notice of noncertification. The ~~agency~~appeal board may grant extensions of time for good cause.

**815.7(2)** *Failure to file reports once certified.* If an employee organization fails to file a registration report, its constitution and bylaws, or an annual report or fails to otherwise comply with ~~these rules and~~ Iowa Code section ~~20.25;20.25~~, the agency appeal board may revoke the certification of the employee organization. ~~When the organization fails to comply following notice of its noncompliance, the agency will order the employee organization to show cause why its certification should not be revoked and set the matter for hearing.~~

~~815.7(3)~~ *Complaints by affected parties.* A ¶

a. Any affected person may file with the appeal board a complaint that ~~anyan~~ employee organization has ~~engaged in or is engaging in any practice which constitutes a violation of~~violated Iowa Code section ~~20.25 may be submitted in writing~~20.25. ~~The complaint and all subsequent documents in the case must be filed in the appeal board's electronic document management system, pursuant to the board by any affected person.~~ 486—Chapter 18. The matter will be assigned a case number and all subsequent documents in that proceeding before the appeal board must be filed under the same case number.¶

b. Upon receipt of a complaint, the ~~agency shall~~appeal board will serve ~~a copy~~copies of the complaint upon the employee organization by electronic means when possible, and where service by electronic means is not possible, either by personal service as provided in the Iowa Rules of Civil Procedure; or by certified mail, return receipt requested; or by first-class mail; or by publication as provided in the Iowa Rules of Civil Procedure.¶

c. The appeal board shall conduct a preliminary investigation of the alleged violation. In conducting the investigation, the appeal board may require the production of evidence, including affidavits and documents. If the investigation shows there is no reasonable cause to believe a violation has

~~occurred, the complaint shall be dismissed and the parties notified. If the investigation shows reasonable cause to believe a violation has occurred, the board shall notify the parties. If the parties are unable to agree on an informal settlement after notification of reasonable cause, the board shall schedule the complaint for hearing. will be dismissed and the parties notified.~~

[ARC 2916C, IAB 1/18/17, effective 2/22/17; ARC 3278C, IAB 8/30/17, effective 8/10/17]¶

- ~~d. If the investigation shows reasonable cause to believe a violation has occurred, the appeal board may transmit the matter to the division of administrative hearings created by Iowa Code section 10A.801. The board will file a transmittal form with a copy of the complaint and answer attached. After the matter is transmitted, future filings must be made in the administrative hearings division's Administrative Electronic Document Management System (AEDMS).¶~~
- ~~e. After the case is transmitted to the division of administrative hearings, it will be assigned a case number. The administrative hearings division will assign the proceeding to an administrative law judge to serve as a presiding officer. The administrative law judge will issue a notice for a prehearing conference or a notice of hearing.¶~~
- ~~f. The contested case proceeding will be conducted pursuant to 481—Chapter 10 and any other administrative rule applicable to the specific type of proceeding.¶~~
- ~~g. The proposed decision of the presiding officer may be reviewed by the appeal board in accordance with rules 486—2506.27 and 28(17A).¶~~

These rules are intended to implement Iowa Code chapter 20.

[Filed 3/4/75]¶

[Filed 10/29/76, Notice 9/22/76—published 11/17/76, effective 12/22/76]¶

[Filed 11/7/80, Notice 9/17/80—published 11/26/80, effective 12/31/80]¶

[Filed 10/9/86, Notice 8/27/86—published 11/5/86, effective 12/10/86]¶

[Filed 12/16/93, Notice 11/10/93—published 1/5/94, effective 2/9/94]¶

[Filed ARC 2916C (Notice ARC 2817C, IAB 11/23/16), IAB 1/18/17, effective 2/22/17]¶

[Filed Emergency ARC 3278C, IAB 8/30/17, effective 8/10/17]¶

[Filed ARC 7011C (Notice ARC 6912C, IAB 2/22/23), IAB 5/3/23, effective 6/7/23]

## CHAPTER 15

### INTERNAL CONDUCT OF EMPLOYEE ORGANIZATIONS

#### **486—15.1(20) Requirements.**

**486—15.1(1) *Certification requirements.*** An employee organization may not be certified by the appeal board as the exclusive representative of a bargaining unit until that employee organization has uploaded in Superb a complete registration report, its constitution and bylaws, and an annual report.

**486—15.1(2) *Bylaw & constitution requirement.*** Changes or amendments to a certified employee organization's constitution or bylaws will not be recognized until that certified employee organization has uploaded in Superb both a complete registration report and its constitution and bylaws.

**486—15.1(3) *Petitions to amend certification.*** A certified employee organization's filing of a petition to amend its certification will not be accepted until that certified employee organization has uploaded in Superb a complete registration report, its constitution and bylaws, and an annual report.

#### **486—15.2(20) Registration report.**

**15.2(1) *Time of filing.*** An employee organization shall file a complete registration report:

- a. Before the employee organization may be certified as the exclusive representative of a bargaining unit; and
- b. Once the employee organization is certified, whenever changes or amendments are made to its constitution or bylaws; and
- c. When the certified employee organization files a petition to amend its certification.

#### **486—15.3(20) Constitution and bylaws.**

**15.3(1) *Time of filing.*** An employee organization shall file its constitution and bylaws:

- a. Before the employee organization may be certified as the exclusive representative of a bargaining unit; and
- b. Once the employee organization is certified, whenever changes or amendments are made to its constitution or bylaws; and

c. When the certified employee organization files a petition to amend its certification.

**15.3(2) Form and content.**

a. The constitution or bylaws of every employee organization shall contain the information required by Iowa Code section 20.25 and be uploaded in the appeal board's database, Superb.

b. The employee organization's national or international constitution and bylaws will be accepted in lieu of the employee organization's constitution and bylaws provided that such national or international constitution and bylaws conform to the requirements of Iowa Code section 20.25.

**486—15.4(20) Annual report.**

**15.4(1) Time of filing.** A certified employee organization shall file a complete annual report within 90 days following the certified employee organization's fiscal year end.

**15.4(2) Form and content.** The annual report must be on the form on the appeal board's website. The annual report must also be uploaded in Superb and contain the information required by Iowa Code section 20.25.

(a) The financial report that must accompany the annual report must contain the following information: the cash balance from the previous year; a listing of sources and amounts of income; an identified listing of disbursements; and a closing balance. For the first annual report filed by an employee organization, the financial report shall reflect the last completed fiscal year of the organization or, in the case of a new organization, the last completed quarter or quarters of the current fiscal year. For annual reports filed mid-fiscal year, the financial report must reflect the last completed quarter of the current fiscal year.

(b) The audit that accompanies the annual report must include a statement that the financial report has been reviewed and found to be true and accurate. The audit must be signed by an auditing committee or a person or persons who hold no office in the employee organization and who did not prepare the financial report.

(c) All annual reports must contain the name of any person required to be bonded by rule 15.5, the amount of that bond, and the name of the corporate surety company that issued the bond. The name(s) of

the person(s) required to be bonded pursuant to rule 15.5, the amount of the bond, and the name of the corporate surety company that issued the bond(s).

**486—15.5(20) Bond required.** Every person required by Iowa Code paragraph 20.25(3) “c” to be bonded shall be bonded to provide protection against loss by reason of act of fraud or dishonesty on the part of such person, directly or through connivance with others.

**15.5(1) Bond requirements.** The bond of each such person shall be fixed at the beginning of the employee organization’s fiscal year and shall be in an amount of not less than 10 percent of the funds handled by such person or that person’s predecessor, if any, during the preceding fiscal year. The bond may not be less than \$2,000 nor more than \$500,000. If the employee organization or the trust in which an employee organization is interested does not have a preceding fiscal year, the amount of the bond may not be less than \$2,000. Such bonds must have a corporate surety company as surety thereon.

**15.5(2) Prohibitions.** No person may be permitted to receive, handle, disburse or otherwise exercise control of the funds or other property of an employee organization or of a trust in which an employee organization is interested, unless that person is covered by a bond as set forth in subrule 15.5(1). No such bond may be placed through an agent or broker or with a surety company in which any employee organization or any officer, agent, shop steward or other representative of an employee organization has any direct or indirect interest.

**486—15.6(20) Trusteeships.**

**15.6(1) Application and establishment.** Prior to establishing a trusteeship, an organization shall file an application to establish or administer a trusteeship over a subordinate employee organization certified by the appeal board. The organization shall attach a copy of its constitution and bylaws to its application.

*a.* The appeal board will review the organization’s constitution and bylaws and permit the establishment of a trusteeship if the trusteeship procedures are reasonable.

*b.* Trusteeships may be established or administered by an organization over a subordinate employee organization only in accordance with the constitution or bylaws of the organization which has assumed trusteeship over the subordinate body and for the purpose of correcting corruption or financial malpractice,

assuring the performance of collective bargaining agreements or other duties of a bargaining representative, restoring democratic procedures or otherwise carrying out the legitimate objectives of the employee organization.

**15.6(2) Reports.**

a. Every organization which assumes trusteeship over any subordinate employee organization shall file with the appeal board within 30 days after the imposition of any such trusteeship, and semiannually thereafter, a report, signed by its president and treasurer or corresponding principal officers, as well as by the designated trustees of such subordinate employee organization. The report must contain the following information:

- (1) The name and address of the subordinate employee organization;
- (2) The date of the establishment of the trusteeship;
- (3) A detailed statement of the reason for the establishment or the continuation of the trusteeship; and
- (4) The nature and extent of participation by the membership of the subordinate employee organization in the selection of delegates to represent such employee organization in regular or special conventions or other policy-determining bodies and in the election of officers of the organization which has assumed trusteeship over the employee organization.

b. The initial report of the establishment of the trusteeship must include a full and complete account of the financial condition of the subordinate employee organization as of the time trusteeship was assumed over it.

**15.6(3) Continuing duty to report.** During the continuance of a trusteeship, the organization which has assumed trusteeship over a subordinate employee organization shall file on behalf of the subordinate employee organization all reports required by this chapter. Such reports must be signed by the president and treasurer or corresponding principal officers of the organization which has assumed such trusteeship and the designated trustees for the subordinate employee organization.

**15.6(4) Method of filing.** The application and any required reports must be electronically filed in the electronic document management system (EDMS) pursuant to 486—Chapter 18.

**486—15.7(20) Failure to comply with employee organization requirements.**

**15.7(1)** *Upon completion of a valid certification election.* If an employee organization fails within 90 days following the completion of a valid certification election to file a registration report, its constitution and bylaws, or an annual report or fails to otherwise comply with Iowa Code section 20.25 the appeal board will not certify the employee organization and will serve notice of noncertification. The appeal board may grant extensions of time for good cause.

**15.7(2)** *Failure to file reports once certified.* If an employee organization fails to file a registration report, its constitution and bylaws, or an annual report or fails to otherwise comply with Iowa Code section 20.25, the agency appeal board may revoke the certification of the employee organization.

**15.7(3)** *Complaints by affected parties.*

- a. Any affected person may file with the appeal board a complaint that an employee organization has violated Iowa Code section 20.25. The complaint and all subsequent documents in the case must be filed in the appeal board's electronic document management system, pursuant to 486—Chapter 18. The matter will be assigned a case number and all subsequent documents in that proceeding before the appeal board must be filed under the same case number.
- b. Upon receipt of a complaint, the appeal board will serve copies of the complaint upon the employee organization by electronic means when possible, and where service by electronic means is not possible, either by personal service as provided in the Iowa Rules of Civil Procedure; or by certified mail, return receipt requested; or by first-class mail; or by publication as provided in the Iowa Rules of Civil Procedure.
- c. The appeal board shall conduct a preliminary investigation of the alleged violation. In conducting the investigation, the appeal board may require the production of evidence, including affidavits and documents. If the investigation shows there is no reasonable cause to believe a violation has occurred, the complaint will be dismissed and the parties notified.
- d. If the investigation shows reasonable cause to believe a violation has occurred, the appeal board may transmit the matter to the division of administrative hearings created by Iowa Code section

10A.801. The board will file a transmittal form with a copy of the complaint and answer attached. After the matter is transmitted, future filings must be made in the administrative hearings division's Administrative Electronic Document Management System (AEDMS).

- e.* After the case is transmitted to the division of administrative hearings, it will be assigned a case number. The administrative hearings division will assign the proceeding to an administrative law judge to serve as a presiding officer. The administrative law judge will issue a notice for a prehearing conference or a notice of hearing.
- f.* The contested case proceeding will be conducted pursuant to 481—Chapter 10 and any other administrative rule applicable to the specific type of proceeding.
- g.* The proposed decision of the presiding officer may be reviewed by the appeal board in accordance with rules 486—2506.27 and 28(17A).

These rules are intended to implement Iowa Code chapter 20.