



# State of Iowa

## Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

EXECUTIVE ORDER NUMBER THIRTY-ONE

WHEREAS, Chapter 68B, as amended by 1987 Iowa Acts, Senate File 480, relates to the giving, acceptance and reporting of gifts; and

WHEREAS, the Governor, under 1987 Iowa Code Section 68B.11(2), as amended by 1987 Iowa Acts, Senate File 480, Section 8, has the authority and the responsibility to establish formal procedures and criteria for the reporting of gifts made to officials and employees of the executive department of the state and their immediate family members;

NOW, THEREFORE, I, Terry E. Branstad, Governor of the State of Iowa, do hereby establish the following gift reporting requirements for the executive department of state government.

ARTICLE I. SCOPE OF APPLICATION

"Official" and "employee" shall include all employees and officials of the executive department of the state. "Employee" is a full-time, salaried employee of the State of Iowa. The term "official" means an officer of the State of Iowa receiving a salary or per diem whether elected or appointed or whether serving full-time or part-time. The term "official" includes board and commission members who are required by law to file oaths of office. The word "donor" shall have the meaning specified in 1987 Iowa Code Section 68B.2(9)(a), as amended by 1987 Iowa Acts, Senate File 480, Section 1. The words "gift" and "immediate family members" shall have the meanings specified in 1987 Iowa Code Section 68B.2, as amended by 1987 Iowa Acts, Senate File 480, Section 1.

ARTICLE II. DISCLOSURE REPORT

A. An official or employee who receives or whose immediate family member receives a gift or gifts from any one donor in any one calendar day which has a cumulative value in excess of fifteen dollars shall file a written report of the gift or gifts in the office of the Secretary of State.

B. A donor who gives any gift or gifts in any one calendar day to an official or employee or immediate family member which has a cumulative value in excess of fifteen dollars shall file a written report with the Secretary of State.

C. The value of the gift for reporting purposes is determined as provided under 1987 Iowa Code Section 68B.11(5), as amended by 1987 Iowa Acts, Senate File 480, Section 8.

D. The reports shall be filed by the fifteenth day of the month following the month in which the gift was received. The report shall show the donor, donee, nature, value and date of the gift. The reports shall also show the street address, city and state of residence of the donee and donor, if known.

E. The Secretary of State shall make available forms for the filing of these reports, upon request, to any person required to file a report. The reports shall be available for public inspection under conditions consistent with Chapter 22, Code of Iowa, relating to public records.

ARTICLE III. NO WAIVER OF REPORTING FOR FOOD AND BEVERAGE

This executive order does not provide for the waiver of the reporting of food and beverage which is provided for immediate consumption in the presence of the donor.

ARTICLE IV. REPEALER

With my signature below, Executive Orders Numbered Five and Twenty-Eight are hereby repealed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 27th day of June, in the year of our Lord one thousand nine hundred eighty seven.

  
GOVERNOR



TEST:  
  
SECRETARY OF STATE