



Iowa Repeater Council

Change or Update of Trustee Procedure

ID: Change/Update of Trustee

Revision: 01-27-2026

Created Date: 01-27-2026

This revision shall supersede all previous versions of this document.

Purpose and Scope:

To establish standard method to:

1. Change the trustee of currently coordinated repeater, without ownership / sponsor change
2. Update current trustee contact information

References:

The following documents, standards, and regulatory resources are cited or applicable to the procedures outlined in this document. They provide additional context, definitions, and requirements necessary for proper implementation and compliance.

- 47 CFR Part 97 – Amateur Radio Service. Federal Communications Commission. Code of Federal Regulations, Title 47 – Telecommunication
- Repeater Coordination – Iowa Repeater Council
- Repeater Data Update – Iowa Repeater Council
- Annual Operation Certification – Iowa Repeater Council

Definitions:

This section lists the standard definitions used within this document.

Term	Definition
Repeater	A fixed, unattended station that receives radio frequency (RF) signals on a designated input frequency and simultaneously retransmits the signal on a different output frequency, typically with increased effective radiated power (ERP) and from an elevated location.
Repeater Trustee	The licensed amateur radio operator who holds legal and regulatory responsibility for the operation of a specific amateur radio repeater. The trustee is the callsign holder under which the repeater is operated and is accountable to the FCC (or other national regulatory authority) for ensuring that the repeater complies with all applicable rules under Part 97 of the FCC regulations in the United States.

Background:

All amateur radio repeaters located in Iowa, are to be coordinated. Various reasons may have the trustee or the information related to the trustee to change / updated. This procedure is to update the trustee of a coordination or their information.

This procedure shall confirm that all parties to the change of trustee / coordination holder has been agreed to by the parties involved.

To preserve integrity in coordination and to maintain accurate records, the Iowa Repeater Council maintains certain rules that shall be followed by repeater owners. The process to transfer a coordination or change a trustee is listed below. If these requirements are not followed, de-coordination of the frequency assignment can occur.

1. Change of Trustee

The Trustee for an existing repeater can be transferred to another individual provided:

1. A copy of the sponsoring organizations meeting minutes, is provided, showing the motion and vote regarding the change.
2. The new trustee agrees to abide by the Iowa Repeater Council Coordination Policies and Procedures that apply to all coordination's.
3. There will be no changes in the operating parameters of the system, including system location. Location changes make systems NOT transferrable and will require a new coordination.
4. The new trustee agrees to follow all Iowa Repeater Council guidelines and the annual recertification process.
5. Complete and submit the Transfer / Change of Trustee form.

2. Update Current Trustee Contact Information

The Trustee for an existing repeater should update their contact information, when a change occurs by:

1. There will be no changes in the operating parameters of the system, including system location. Location changes make systems NOT transferrable and will require a new coordination.
2. Complete the sections of the form with their old contact information and complete the section of the form with their new contact information.
3. Complete and submit the Transfer / Change of Trustee form.

Revision History

Rev	Description
01-27-2026	Initial Release including related form