

## **--Community Council Charter--**

### **1. Introduction**

The Community Council (hereafter referred to as "Council") of the Nebraska Information Technology Commission (hereafter referred to as "Commission") is an advisory committee of the Commission composed of representatives from rural and community IT development, local governments and libraries, telehealth, resource providers, and other focus areas as deemed appropriate by the Community Council and the NITC. The Council was originally formed by Executive Order 97-7 in November 1997 to identify, prioritize, and coordinate user needs with respect to community information technology. The Community Council first met on January 30, 1998.

### **2. Purpose of Charter**

The purpose of this charter is to provide operational guidance to the Council members and to provide general information to all who read the proceedings and recommendations of the Council.

### **3. Authority**

The authority for the Community Council of the Nebraska Information Technology Commission is derived from Section 6-7 of LB924 passed April, 1998. LB 924, Sec 6-7. "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies[.]" NEB. REV. STAT. § 86-1506(7).

### **4. Nebraska Information Technology Commission Responsibilities and Mission**

#### **4.1 Commission Mission**

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective."

<http://www.nitc.state.ne.us/>

#### **4.2 Commission Responsibilities:**

4.2.1 Adopt policies and procedures used to develop, review, and annually update a

- statewide technology plan;
- 4.2.2 Create a technology information clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;
  - 4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;
  - 4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;
  - 4.2.5 Adopt guidelines regarding project planning and management, information-sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects that directly utilize state-appropriated funds for information technology purposes to the process established by NEB. REV. STAT. §§86-1501 to 86-1514. Governmental entities and political subdivisions may submit other projects involving information technology to the Commission for comment, review, and recommendations;
  - 4.2.6 Adopt minimum technical standards, guidelines, and architectures upon n by the technical panel created in NEB. REV. STAT. §86-1511;
  - 4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;
  - 4.2.8 Make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;
  - 4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund; and
  - 4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects.

## **5. Community Council Mission and Responsibilities**

### **5.1 Council Mission**

The mission of the Council is to foster the collaborative and innovative use of technology through partnerships between public and private sectors, to improve teleliteracy, and to support community and economic development for Nebraska citizens.

## **5.2 Council Responsibilities**

- 5.2.1 Assist the Commission in developing, reviewing and updating the statewide technology plan.
- 5.2.2 Identify specific information technology needs in communities, including rural and community IT development, local government services and operations, and telehealth.
- 5.2.3 Develop strategies to address the unique circumstances of rural areas with sparse population.
- 5.2.4 Establish such subcommittees and task forces as necessary and appropriate to advise the Council on specific issues.
- 5.2.5 Recommend policies, guidelines and standards that will promote economic opportunities and improve quality of life in communities through the use of information technology.
- 5.2.6 Recommend policies and initiatives that will promote awareness, access, training, partnerships, and planning for the use of information technology in communities.
- 5.2.7 Review and make recommendations to the Commission on requests for funds from the Community Technology Fund.

## **6. Membership**

### **6.1 Number of Members**

The Council membership includes representatives from each of its three focus areas (rural and community IT development, local government and libraries, and telehealth), resource providers, and other groups as deemed appropriate by the Community Council and the NITC. The number of members shall be between 18 and 24. The Commission shall solicit nominations from organizations or individuals with an active interest or involvement in community information technology issues. Nominations shall describe the qualifications of the person relative to the goals of the Community Council. In choosing members, the Council shall strive for a balance of perspectives on community information technology issues.

### **6.2 Representation**

## **The following focus areas will be represented within the Community Council**

6.2.1 Rural and Community IT Development

6.2.2 Local Government and Libraries

6.2.3 Telehealth

6.2.4 At-large, Resource Sector

6.2.5 Other focus areas as deemed appropriate by the Community Council and the NITC

### **6.3 Member Responsibilities**

Each member is responsible for maintaining two-way communication with their sector constituents concerning issues brought before the Council. Failure to provide adequate representation and communication may be grounds for dismissal from the Council.

### **6.4 Vacancies**

Vacancies shall be filled in the same manner as the initial appointments for the remainder of the original term. The seat of a Council member who accumulates absences from more than half of the Council's yearly meetings shall be considered vacant.

### **6.5 Length of Service**

One-half of the members in each sector shall serve for 3-year terms. All other members and all subsequent additions shall serve 2-year terms.

## **7. Meeting Procedures**

### **7.1 Chair(s)**

The elected Chair or Co-Chairs will conduct the meetings of the Council, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Council. The Chair or Co-Chairs of the Council will serve two year staggered terms, expiring on January 1.

### **7.2 Quorum**

An official quorum consists of 50% of the official members or their voting alternates. No official voting business may be conducted without an official quorum.

### **7.3 Designated Alternates and Non-voting Alternates**

7.3.1 Each member of the Council shall designate one (1) official voting alternate.

This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

7.3.2 If the official member and his/her official alternate are unable to attend a

Council meeting either in person or electronically, then the sub-sector affected may send a non-voting alternate to gather or share information.

### **7.4 Meeting Frequency**

The Council shall meet not fewer than four times per year (quarterly).

### **7.5 Subcommittees**

The Council may, as it deems necessary, form task forces, teams, work groups, and special, ad hoc, and standing subcommittees to carry out its mission and responsibilities. Each time a new subcommittee is formed under the Council, the following seven sections must be decided and assigned within 30 days of formation.

#### **7.5.1 Authority**

The authority of any subcommittee of the Council is obtained and assigned through an official motion of the Commission and/or Council.

#### **7.5.2 Goals**

The Chair or Co-Chairs of the Council assign the goals of any subcommittee of the Council.

#### **7.5.3 Charge**

The Council delivers the charge to the subcommittee, which includes a

quarterly progress report back to the Council at its regular meeting.

#### 7.5.4 Membership

The membership of each subcommittee of the Council shall be determined by appointment, election, or volunteerism, whichever means is most suitable to the Council. The subcommittees may include members from outside the Council as resource persons, as determined by the Council.

#### 7.5.5 Leadership

Each subcommittee of the Council shall have a chair or co-chairs to provide leadership. The Chair(s) of the Council may appoint a chair or co-chairs or the majority of the subcommittee may elect a chair or co-chair.

#### 7.5.6 Duration

The Council shall assign each subcommittee a specific duration to complete its charge. At the conclusion of the duration and delivery of its charge, the subcommittee shall be dissolved. If the subcommittee requires a longer duration than has been assigned, the chair of the subcommittee shall request an extension or renewed duration.

#### 7.5.7 Process

The subcommittees charged by the Council may conduct their own meetings and forums away from the Council's regular meetings.

The chair of the subcommittee must inform the Office of the CIO-NITC of the date, time, and location of additional meetings.

#### 7.5.8 Open Meetings

"Sections 84-1408 to 84-1414 of the Open Meetings Law shall not apply to subcommittees of such bodies unless a quorum of the public body attends

a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body..."

## **7.6 Expense Reimbursement**

81-1182.01 "Any department, agency, Commission, council, committee, or board of the state may pay for the reasonable and necessary expenses for the recruitment, training, utilization, and recognition of volunteers providing services to the state and certain providers of services as established by the Director of Administrative Services."

7.6.1 NAS Policy CONC-005 "Volunteers shall mean those persons providing services to the State who are not being compensated for their time."

7.6.2 Council members needing reimbursement must submit a signed request to the Office of the CIO-NITC using the official state accounting forms.

## **7.7 Open Meeting Laws and Public Notice**

It is the policy of the State of Nebraska that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies.

### **7.7.1 Advance Notice**

The Council shall give reasonable advance publicized notice of the time, place, and agenda of each meeting through the use of its web page, <http://www.nitc.state.ne.us> . The agenda will also be available for public inspection during normal business hours at the Office of the CIO-NITC, 521 S. 14<sup>th</sup>, Suite 200, Lincoln, Nebraska.

### **7.7.2 Videoconferencing**

Meetings of the Council may be held by means of videoconferencing if:

reasonable advance publicized notice is given; reasonable arrangements are made to accommodate the public's right to attend, hear, and speak; at least one copy of all documents being considered is available at each site; one member of the council is present at each site of the videoconference; and no more than one-half of the Council's meetings in a calendar year are held by videoconference.

#### 7.7.3 Rights of the Public

It is not a violation for the Council to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking, reporting, videotaping, photographing or recording its meetings. The Council may not forbid public participation at all meetings but may not be required to allow citizens to speak at each meeting. The Council shall not require members of the public to identify themselves as a condition for admission to the meeting but may do so as a condition for addressing the Council.

#### 7.7.4 Minutes and Voting

The Council shall keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Council in open session, and the record shall state how each member voted or if the member was absent or not voting. The roll call shall be called on a rotational basis. Minutes shall be written and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier.