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**Nebraska Information Technology Commission**

**--Technical Panel Charter--**

(Last Revised: ~~June 7, 2004~~ July 11, 2005)

**1. Introduction**

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as "Commission").

**2. Purpose**

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

**3. Authority**

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521. Section 86-521(2) provides:

The technical panel shall review any technology project or request for additional funding recommended to the Nebraska Information Technology Commission including any recommendations by working groups established under sections 86-512 to 86-524. Upon the conclusion of the review of a technology project or request for additional funding, the technical panel shall provide its analysis to the commission. The technical panel may recommend technical standards and guidelines to be considered for adoption by the commission.

**4. Commission Mission and Responsibilities (NEB. REV. STAT. § 86-516)**

**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

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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. §§ 86-512 to 86-524. 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 recommendation by the technical panel;

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. Technical Panel Mission and Responsibilities**

### **5.1 Technical Panel Mission**

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

## **5.2 Technical Panel Responsibilities**

5.2.1 Assist the Commission in developing, reviewing, and updating the statewide technology plan;

5.2.2 Review any technology project or request for additional funding recommended to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

## **6. Membership**

### **6.1 Number of Members**

The Technical Panel may include but not be limited to seven members approved by the Commission.

### **6.2 Representation**

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the Department of Administrative Services;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 State of Nebraska Chief Information Officer;

6.2.5 Executive Director of the Commission;

6.2.6 One member with expertise in assistive technology;

6.2.7 One member representing K-12 education; and

6.2.8 Other members as specified by the Commission.

### **6.3 Change in Membership**

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~~If a change in membership becomes necessary due to resignation, removal, or change of job status, the agency represented is responsible for nominating or recommending the replacement member to the Technical Panel.~~

### **6.3 Member Recommendations and Approval**

Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from [\*\*\* TBD \*\*\*] for the member listed in section 6.2.6; and from [\*\*\* TBD \*\*\*] for the member listed in section 6.2.7.

All members of the Technical Panel must be approved by the Commission.

## **7. Meeting Procedures**

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

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve ~~until January 1, 2001; with subsequent~~ a one-year ~~elected terms expiring on term beginning~~ January 1 of each year.

### **7.2 Quorum and Action Items**

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

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

Each member of the Technical Panel shall designate one (1) official alternate to be approved by the Commission. 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.

### **7.4 Meeting Frequency**

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

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

#### **7.5.1 Advance Notice**

The Technical Panel shall give reasonable advance publicized notice of the time, place, and agenda of each meeting through the use of its web page,

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<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 301, Lincoln, Nebraska.

7.5.2 Minutes and Voting

The Technical Panel 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 Technical Panel 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.

Approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002.  
Statutory references revised June 7, 2004.