

State of Nebraska
School Financing Review Commission
DRAFT Operating Policies

I. MEMBERS

- a. Voting members: The voting members of the commission shall be those defined in Neb. Rev. Stat. §79-10,147.01(1), except for those defined in §79-10,147(1)(d).
- b. Nonvoting members: The nonvoting members of the commission shall be those defined in Neb. Rev. Stat. §79-10,147(1)(d).

II. OFFICERS

- a. Chairperson: The Commissioner of Education or the designee of the Commissioner of Education shall be the chairperson of the commission.
- b. Vice-Chairperson: The vice-chairperson shall serve in the absence of the chairperson, or when for any reason the chairperson vacates the chair. The election of the vice-chairperson shall take place annually, at the first meeting on or after July 1 of each year. Votes to elect the vice-chairperson will be taken by secret ballot and the minutes must indicate how many votes each candidate received. A majority vote of the voting members present and voting is required to elect the vice-chairperson.
- c. Recording Secretary: The chairperson shall appoint a recording secretary, who may be a member of the NDE staff, to record minutes of the commission, record votes, disseminate the minutes, and perform any other administrative function for the commission at the direction of the chairperson, pursuant to Neb. Rev. Stat. §79-10,147.01(9).

III. MEETINGS

- a. The time and place of meetings will be set by the chairperson in consultation with commission members.
- b. Publicized notice of the time and place of each meeting of the commission shall be given at least five days in advance by the following methods:
 - i. a copy of the notice shall be published on the website of the Nebraska Department of Education (NDE).
 - ii. the chair, or designee, shall email a copy of the notice to each member of the news media requesting notification.

IV. MEETING AGENDAS

- a. Commission meeting agendas will be developed by the chairperson.
- b. Any member of the commission may request to add an item to the agenda, with the support of a second member of the commission. The request shall be received by the chairperson, in writing, at least seven days in advance of the meeting. The chairperson may consult with the Executive Committee for guidance on placement of the item on the agenda.

V. COMMITTEES

- a. Executive committee: The chairperson may appoint an executive committee of no more than five (5) members. The executive committee may advise the chairperson on meeting agendas and other planning tasks relative to the statutory duties of the commission. The committee shall provide a report of each meeting to the commission.
- b. Ad hoc committees: The chairperson or the commission may appoint ad hoc committees to carry out specified tasks. Members may be appointed by the chairperson or the commission. Any ad hoc committee shall provide a report of each meeting to the commission. After any ad hoc committee presents its final report to the commission, the committee will disband unless a new directive is given by the chairperson or the commission.

VI. PUBLIC COMMENT

- a. The published agenda of meetings of the commission shall contain an item identified as a public comment period.
- b. The public comment period may be available to any person who wishes to address the commission on matters within the purview of the commission.
- c. Up to fifteen (15) minutes will be allotted for public comment per meeting, and no more than three (3) minutes will be allowed for any speaker in public comment.
- d. Each individual speaking to the commission in public comment will be required to state their name, city, and state at the beginning of their comments. Anyone refusing to be identified will be prohibited from speaking.
- e. Generally, commission members will not engage in dialogue during the public comment period.
- f. A commission member may request from the chairperson to ask a clarifying question of a public comment speaker for the purpose of understanding a point or statement made by the speaker. Asking a clarifying question should not result in extended dialogue.
- g. If at any time persons appearing before the commission exceed the time limitations set forth in the board operating policies, or become abusive or threatening in language or behavior, it shall be the responsibility of the chairperson to refuse permission to continue to address the commission.

VII. PUBLIC STATEMENTS BY COMMISSION MEMBERS

- a. Commission members, when speaking or writing, are responsible for conveying that the communication belongs to that commission member and does not represent the commission.
- b. Commission members should add a disclaimer to written communication indicating that their statements represent the personal views of the commission member and not those of the commission.
- c. When directed by action of the commission, or as directed by the commission chairperson, a commission member may speak on behalf of the commission.

VIII. EXPENSE REIMBURSEMENT

Expenses incurred in attending meetings or incurred in the performance of duties as directed by the commission for commission members appointed by the Governor pursuant to subsection (3) of Neb. Rev. Stat. §79-10,147.01 will be paid according to procedures established by the Department of Administrative Services (DAS).

IX. PARLIAMENTARY AUTHORITY

The commission shall observe the current edition of Robert's Rules of Order Newly Revised (RONR) except as otherwise provided by law, commission policy, or suspension of RONR by the commission.

X. SPECIAL RULES

- a. Votes will be conducted by roll call, with the order of voting members called rotated with each vote.
- b. The motion to suspend the rules requires a majority vote of voting members present and voting.

XI. AMENDMENT OF OPERATING POLICIES

Amendments to the operating policies require a two-thirds affirmative vote of the voting members present and voting.

References:

Nebraska Revised Statute §79-10,147.01; 79-10,147.02