

Nebraska Universal Service Advisory Board By-laws and Procedures

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I) Purpose

- A) The Advisory Board is established pursuant of the terms of LB 686.
- B) The purpose of the Advisory Board is to:
 - 1) Recommend the services to be supported by the Universal Service Fund
 - 2) Monitor Lifeline/Link-up program and recommend levels of support
 - (a) Monitor subscribership levels of target population
 - 3) Review the administration of the State Universal Fund
 - 4) Provide guidance on the level of State Funding for Universal Service
 - 5) Monitor State subscribership levels to ensure funding is working to maintain targeted subscribership levels.
 - 6) Provide recommendations to the Nebraska Public Service Commission at the public hearing.
 - 7) Assure that all support is competitively neutral.
 - 8) Refer issues that are technical or need further defining to the Universal Service Task Force.
- C) Intent of Universal Service

The Universal Service program is designed to ensure that consumers, including low income consumers and those in high-cost areas, have access to telecommunications and information services that are available at rates that are reasonably comparable to rates charged for similar services in urban areas. Further, the program is designed to define additional services for support for eligible schools, libraries and health care providers.

II) Organization

- A) The voting membership of the Advisory Board shall consist of
 - 1) Nebraska Public Service Commission (NPSC) - One member
 - 2) Elementary and Secondary Schools - One member
 - 3) Libraries - One member
 - 4) Rural Health Care - One Member
 - 5) Telecommunications Carriers - (2-)3 Members
 - 6) Public - (1-)2 Members

B) The Advisory Board membership shall be seven (7)- nine (9) members appointed by the Nebraska Public Service Commission.

- 1) Members shall be appointed for a three -year term and may be reappointed by the Commission.
- 2) Terms begin January 1 of the 1st year of the term and end December 31 of the 3rd year.
- 3) If there is a vacancy or resignation on the Advisory Board, the NPSC shall appoint a new member to complete the term of the vacant position.
- 4) The NPSC may remove a member of the Advisory Board if he or she misses three (3) consecutive meetings without just cause.
- 5) A resignation by a member must be in writing and submitted to the NPSC.

C) Officers

- 1) The chairperson and vice-chairperson of the Advisory Board shall be elected from the advisory committee membership for a term of one year. Election shall be held during the first meeting of the year. The duties of the chairperson shall include chairing all meetings of the Advisory Board.

D) Special Committees

- 1) Special committees may assist the Advisory Board in its operation. A Special Committee shall consist of at least one (1) Advisory Board member.
- 2) A Special Committee shall perform all tasks as assigned by the Advisory Board and shall report to the Advisory Board.

III) Meetings

A) Meeting Rules

- 1) A quorum shall consist of a simple majority (five members) of the Advisory Board membership.
- 2) Written notice stating the date, time, and place of the meeting shall be sent to each member not less than seven (7) working days before the date of the meeting. However, emergency meetings may be held and the foregoing requirement waived if consented to, in writing, by all of the Committee members.

B) Meeting Schedule

- 1) The Advisory Board shall meet as appropriate determined by the Chairman and the NPSC.
- 2) The Chairperson upon recommendation of the Advisory Board members or the NPSC can call additional meetings as necessary.

C) Meeting Procedures

- 1) All meetings shall be conducted in accordance with the Nebraska Public Meeting Act and business in accordance with Robert's Rules of Order, Revised Edition.
- 2) The Advisory Board shall limit discussion and actions to items contained on the approved agenda.
 - (a) The Advisory Board members or the NPSC can submit proposed agenda items.
 - (b) Additional items may be placed on the agendas, if approved by a majority vote of the Committee, during the acceptance of the agenda.
 - (c) Whenever possible, materials for the agenda items shall be in written form and mailed to the Advisory Board members along with the agenda.
- 3) There shall be a public comment section during which any person or group can address the Advisory Board. The Advisory Board shall establish the length of the public comments.
- 4) All votes shall be by roll call and the vote shall be recorded in the minutes of the meeting.
- 5) The minutes of each meeting shall be mailed after the meeting within ten (10) working days.
- 6) All meeting sites used by the Advisory Board shall be free of communication and architectural barriers, and accessible for all individuals.
- 7) *In the event of a member's absence, no substitutes can act in the absent member's capacity*

D) Public Notice

- 1) Public notice shall be given for each meeting of the Advisory Board by placing notice in a newspaper of general circulation within the State of Nebraska with adequate or reasonable notice prior to each meeting of the Advisory Board.