



BYLAWS

of

ServeNebraska

**Approved by the ServeNebraska Commission Board
on
~~October 31, 2014~~
February 27, 2024**

ARTICLE I.
NAME, PURPOSE, AND AUTHORITY

Section A. – Name of the Commission

The name of the organization under the original Executive Order 94-5 is the Nebraska Commission for National and Community Service. The operating name shall be ServeNebraska (hereinafter referred to as the “Commission”).

Section B. – Mission of the Commission

The mission of the Commission is as follows: “Mobilizing Nebraskans to strengthen their communities through volunteering, collaboration and national service programs.”

Section C. – Purpose of the Commission

To further its Mission, the Commission exists for the following enumerated purposes:

1. To provide state administration for national service and volunteerism programs in Nebraska.
2. To provide oversight and technical assistance to the community and national service programs funded through the Commission.
3. To promote and expand national service and volunteerism in Nebraska.
4. To coordinate and serve as a resource for national service and volunteerism throughout Nebraska.

Section D. – Authority of Organization

The Commission is organized under the Laws of The State of Nebraska Pursuant to Executive Order 94-5, dated July 26, 1994, of the Governor of the State of Nebraska. All terms and conditions of Executive Order 94-5 are hereby adopted and incorporated herein by this reference.

ARTICLE II.
GOVERNANCE

Section A. – The Commission Board

1. The Commission Board (hereinafter “Board”) shall be comprised of those individuals appointed by the Governor of the State of Nebraska to serve on the Commission in the capacity of an Appointed Member as defined hereinbelow.
2. The Board shall govern the business of the Commission and shall have such authority to do so when in regular meetings and, at times, when in committee meetings.

Section B. – Powers and Duties of the Commission Board

The Board shall have all powers and duties necessary and proper for the carrying out of the Purpose and Mission of the Commission. Such powers and duties shall include, but not be limited to, the following:

1. Approving and adopting a mission statement, operational policies and procedures, and any policies or procedures needed for administrative support functions;
2. ~~Hiring and firing~~ **Interview and hire** the Executive Director and providing the Executive Director authority to act on behalf of both the Board and the Commission;
3. Developing and approving a strategic plan;
4. Reviewing the performance of both the Commission and the Executive Director;
5. Overseeing and managing the financial affairs of the Commission, including the approval of an annual operating budget and the submission of any and all requests for funding; and
6. Reviewing the day-to-day operations of the Commission and providing advice and comment when appropriate.

Section C. – Commission Staff

The Commission Staff is comprised of all persons employed by the Commission on a full or part time basis. The Executive Director, hired by the Board in accordance with Article II, Section B.2. above, shall serve as the Chief Executive Officer of the Commission and shall have all powers and duties necessary for the hiring, firing, supervision, and oversight of the Commission Staff.

ARTICLE III. **BOARD MEMBERSHIP**

Section A. – Appointed Members

Appointed Members are those individuals appointed to serve on the Commission by the Governor of the State of Nebraska. Appointed Members will be the only Members eligible to vote or to hold an Officer position on the Board. The composition of the Appointed Members shall be as follows:

1. The total number of Appointed Members shall be at least fifteen (15), but not more than twenty-five (25);
2. Not more than fifty percent (50%) plus one of the Appointed Members shall be registered members of the same political party;
3. Not more than twenty-five percent (25%) of the total number of Appointed Members shall be officers or employees of the State of Nebraska;
4. The Appointed Members should generally be diverse with regard to race, ethnicity, age, gender, and disability; and
5. As required by Nebraska Executive Order 94-5 and Code of Federal Regulations 45 C.F.R. § 2550.50, the Appointed Members shall include the following:
 - a. A person with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth;
 - b. A person with experience in the promotion of the involvement of older adults in service and volunteerism;
 - c. A person who represents a community-based agency or organization within the State of Nebraska;
 - d. The head of the state education agency, or his or her designee;
 - e. A person who represents the local government of the State of Nebraska;
 - f. A person who represents local labor organizations in the State of Nebraska;

- g. A person who represents the business community of the State of Nebraska;
- h. A person who is between the ages of 16 and 25 years, and who is a participant or supervisor in a service program for school-age youth, or of a campus-based or national service program;
- i. A person who represents a national service program;
- j. A person who represents persons with disabilities; and
- k. A person who represents the volunteer sector.

Section B. – Ex-Officio Members

There may exist up to ten (10) Ex-Officio Members appointed to serve in such capacity by the Governor of the State of Nebraska. Ex-Officio Members are not eligible to vote or to hold an Officer position on the Board. Ex-Officio Members will serve strictly in an advisory capacity. The appointment of Ex-Officio Members may be made by the Governor at her or his discretion or at the recommendation of any of the then-serving Appointed Members. The Ex-Officio Members must consist of at least the following individuals:

1. A representative of the Nebraska Office of the Corporation for National and Community Service, who shall assist the Commission in carrying out any and all national service activities.

Section C. – Terms

Any Appointed Member or Ex-Officio Member shall serve a three-year term and may be reappointed to serve a total of three terms.

Section D. – Resignation

An Appointed Member or Ex-Officio Member may resign at any time by giving written notice to the Governor of the State of Nebraska and to the Chair or Executive Director of the Commission.

Section E. – Vacancy

Any vacancy shall be filled by appointment of the Governor of the State of Nebraska. Appointed or Ex-Officio Members filling a vacated position shall serve the remainder of the vacating member's Term, and shall thereafter be eligible for reappointment to an additional three full Terms.

Section H. – Attendance

Both Appointed and Ex-Officio Members shall attend all regularly scheduled meetings in person. ~~or by telephone.~~ Notice of any expected absence must be given to Commission Staff prior to the meeting. Absences will be reviewed by the Executive Committee, and Members may be asked to resign based on excessive absences as the Executive Committee sees fit.

Section I. – Compensation

All Members shall serve without compensation. Appointed Members and technical advisors not representing state agencies will be eligible for reimbursement of the actual and necessary expenses incurred in discharging their duties and responsibilities as allowed by state law for members of such

boards and commissions. Appointed Members who are also State employees may be reimbursed only when their membership on the Commission is not in representation of their employing state agency. Ex-Officio Members will not be eligible for reimbursements.

Section J. – Conflicts of Interest

The Board and Commission Staff shall establish internal policies and procedures for addressing actual, potential, or perceived conflicts of interest.

ARTICLE IV. **OFFICERS**

Section A. – Officers

The only permanent Officer of the Commission shall be a Chair, who shall be elected by majority vote of the members of the Board. The spouse of the Governor of the State of Nebraska may serve as Honorary Chair if he or she so chooses. The Board may, by adoption of an internal resolution, create any other Officer position it deems necessary fulfill the Mission and Purpose of the Commission. Such internal resolution shall be approved by majority vote of all Appointed Members and shall include specific provisions regarding the duties and term of the newly created Officer position. Elections for any Officer position created by resolution shall be conducted in the same manner as the election of the Chair.

Section B. – Eligibility

Any Appointed Member in good standing shall be eligible to serve as an Officer, except that no Appointed Member who is an employee of an agency receiving money from the Commission shall be eligible to serve as an Officer as long as money is received by such agency from the Commission. Ex-Officio Members are not eligible to serve as Officers.

Section C. – Election

Any and all elections for Officer Positions shall be by majority vote of all Appointed Members.

Section D. – Term

Elected Officers will assume their duties at the next regularly scheduled Commission meeting after the election results are announced.

In the event of a vacancy in any Officer position for any reason, the Executive Committee will appoint an Appointed Member of the Board to serve in the vacated position. Such appointment shall be made upon a majority vote of all members of the Executive Committee.

Section E. – Resignation

Officers may resign their position at any time by giving written notice to the Chair and the Executive Director, except that in the event the Chair resigns, such notice must be given only to the Executive Director. An Officer may resign from her or his position without resigning her or his membership on the Board.

Section F. – Removal

An Officer may be removed upon a two-thirds (2/3) vote of Appointed Members.

Section G. – Duties of Officers

The Chair shall schedule and preside over regular meetings of the Commission and shall act on behalf of the Commission whenever authorized. The Board shall have the authority to establish all other duties of the Chair and any other Officer position created as deemed necessary to conduct the Commission's business.

ARTICLE V.
COMMITTEES

Section A. – Executive Committee

The Executive Committee shall consist of the Chair, the Honorary Chair, any other Officers duly created and elected, and all Committee Chairs. The Chair of the Commission shall schedule and preside over all meetings of the Executive Committee. Meetings of the Executive Committee shall be scheduled and determined by the Chair as needed. The Executive Committee shall have the power to act in the best interests of the Commission when necessary between regular meetings of the Commission on a majority vote of the members of the Executive Committee present at a meeting of the Committee. Such vote shall only be called when a majority of the members of the Executive Committee are present.

Section B. – Committees and Committee Meetings

The Board shall have the authority to establish and remove committees as deemed necessary to conduct the Commission's business. Members of committees shall consist of Appointed and Ex-Officio Members, and any other interested persons invited by the Board to participate in an advisory capacity. Membership in committees will be determined annually by the Commission Chair, who will also appoint one member of each committee to serve as the Committee Chair. Meetings of the committees shall be determined by each particular Committee Chair as needed. The Committee Chair of each committee will set the agenda and preside over all meetings of the committee.

ARTICLE VI.
VOTING

Any and all action of the Commission shall require a majority vote of all Appointed Members present at the meeting during which the vote is held. A vote may only be held when a quorum of one-third (1/3) of all Appointed Members are present.

ARTICLE VII.
COMMISSION MEETINGS

In scheduling and commencing Commission Meetings, the Commission is subject to, and shall comply with, the Nebraska Open Meetings Law, Neb. Rev. Stat. § 84-1408, *et seq.*, and any revisions thereto.

ARTICLE VIII.
AMENDMENTS TO BYLAWS

These Bylaws may be amended, repealed, or altered, either wholly or in part, by a two-thirds (2/3) vote of all Appointed Members of the Commission. Proposed amendments must be submitted to all Commission members at least thirty (30) days prior to a vote being taken.

These Bylaws of ServeNebraska were appropriately adopted by the Board on the ~~31st day of October, 2014.~~ 27th day of February 2024.