



POLICY MANUAL

of

ServeNebraska Commission

Approved by ServeNebraska Commission Board:

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ServeNebraska Policy Manual

SECTION I – NAME AND PURPOSE

Name of Organization

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 Commission hereinafter referred to as “Commission” in this document.

Mission of Organization

The mission of ServeNebraska is “Mobilizing Nebraskans to strengthen their communities through volunteering, collaboration and national service programs.”

Purpose of ServeNebraska

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.

History

ServeNebraska, the Nebraska Volunteer Service Commission, was established through Executive Order #94-5, by Governor Nelson in July 1994, as a result of the National and Community Service Trust Act of 1993 and the creation of AmeriCorps. The Commission was established to advise and assist in the development and implementation of a comprehensive, statewide plan for promoting volunteer involvement and citizen participation in Nebraska.

ServeNebraska, operates under a Memorandum of Understanding with the Department of Health and Human Services, funded by grants from AmeriCorps the agency and through cash and in-kind donations from state and local partners. ServeNebraska receives \$30,000 from the state general funds.

SECTION II. GOVERNANCE

Purpose of ServeNebraska Policy Manual

This Policy Manual shall:

1. Provide procedures for the structure, duties and conduct of Commission business as a state agency,
2. Describe a code of ethics for Commission board members and staff,
3. Designate committees to the Commission board, and
4. Establish procedures for oversight of the Commission’s administrative agency.

Definition of Term “ServeNebraska Commission”

The term “Commission” shall be used to refer to both the board and the administrative agency which carries out the purpose and programs administered by ServeNebraska.

ServeNebraska Board

1. The term, “Commission Board”, shall refer to the Governor-appointed board that governs the business of the ServeNebraska.
2. Commission Board members have authority when acting as a body in regular session and when acting as a body in Commission Board committee meetings.
3. Commissioners are accountable to ensure the Commission administrative agency is operating and carrying out the purpose of the Commission.

Power and Responsibilities of the Commission Board

The Commission shall be self-governing in all matters permitted by applicable law, except for the appointment of Commissioners and subject to the requirements of applicable law. The Commission shall have sole power to carry out the following responsibilities, including, but not limited to:

1. Policy Making
 - a. Approve the statement of mission of the Commission.
 - b. Approve policies guiding the operation of the Commission.
 - c. Approve the memorandum of agreement with the “Host” state agency that provides administrative support functions to the Commission administrative agency.
 - d. Recommend and approve such policies and procedures as may be consistent with its Bylaws and other applicable laws.
2. Employing the Executive Director
 - a. Interview and hire the Executive Director.
 - b. Authorize the Executive Director to employ, within budgetary limits, the necessary staff to carry out the duties of the Commission.
 - c. Authorize the Executive Director to act for the Commission in administering, and funding programs and projects of the Commission.
 - d. Provide for the yearly evaluation of the Executive Director.
 - e. Request a written quarterly report of activities of the Commission.
 - f. Aid and support the work of the Executive Director.
3. Strategic Planning
 - a. Prepare and thereafter update a comprehensive and executable 3-year State service plan, developed through an open, public process, and reviewed annually.
 - b. Develop and approve the long-range plans of the Commission.
 - c. Annually examine the Commission’s strategy in relation to the long-range plan.
 - d. Annually review the performance of the Commission board and take steps to improve its performance.
4. Financial Management
 - a. Prepare the financial assistance application of the State under the National and Community Service Trust Fund Act of 1993, as amended by the Serve America Act.
 - b. Approve the annual operating budget of the Commission and fiscal requests to be presented to the legislature.
 - c. Review financial reports as a regular agenda item.
 - d. Be accountable as stewards of public and private funds.
 - e. Abstain from any action that might lead to or be perceived as a conflict of interest.
 - f. Manage an affiliated fund in an established 501 (c) (3) public foundation to provide additional resources to advance the mission of the Commission.
5. Operations
 - a. Review and provide constructive advice and comments regarding programs of the Commission compared to the mission, annual strategy and long-range plan.
 - b. Consider and act upon grant applications for funds managed by the Commission.
 - c. Apply for and receive funds, grants, gifts, and services from local, State and Federal government, or any of their agencies, or from any other public or private source, and using funds derived from these sources to defray administrative costs and implement programs to fulfill the Commission’s duties and responsibilities.

- d. Assist in the preparation of the application by the State Board of Education for assistance under the Serve America Act.
 - e. Prepare the State's application under that Act for the approval of national service positions.
 - f. Assist in the provision of health care and childcare benefits under that Act.
 - g. For post disaster response, coordinate with the Nebraska Emergency Management Agency and local response agencies and organizations.
 - h. Promote increased visibility and support for volunteers of all ages, especially youth and senior citizens, and community service in meeting the needs of Nebraska citizens.
6. Advocacy
 - a. Ensure the continued operations and special programs of the Commission through personal contributions and pursuing the donation of funds from the private sector into the ServeNebraska Fund.
 - b. Work towards enhancing the public image of the Commission and its programs.

ServeNebraska Commission Staff

1. The Commission Staff shall mean any person currently employed by the Commission full-or part-time to carry out the business of the Commission.
2. Executive Director shall mean the chief executive officer of the Commission administrative agency who is employed at the direction of the Commission board.
3. The Executive Director is responsible for all administrative functions of the Commission. This person serves under general direction of the Commission through the Commission Chairperson.
4. The Executive Director shall hire and supervise such staff as are necessary to carry out the duties of the Commission.

SECTION III. COMMISSION MEMBERSHIP

Appointed Members

1. The total number of voting Commissioners shall be at least fifteen (15), but not more than twenty-five (25).
2. Appointed members shall have voting privileges and shall have the right to hold an office on the Commission except for ex-officio members.
3. Not more than fifty percent (50%) plus one of the voting Commissioners shall be from the same political party.
4. The number of voting Commissioners of the Commission board who are officers or employees of the State of Nebraska may not exceed twenty-five percent (25%) of the total membership.
5. A balance with respect to race, ethnicity, age, gender and disability characteristics shall be a priority.

Ex-Officio Members

1. The total number of non-voting Ex-Officio Commissioners shall not be more than ten (10).
2. A representative of the Nebraska Office of the Corporation for National and Community Service shall serve as a non-voting ex-officio member. The Corporation representative will be responsible for assisting States in carrying out national service activities.
3. The Governor may appoint additional ex officio, non-voting members of the commission, officers or employees of State agencies operating community service, youth service, education, social service, senior service, or job training programs.
4. Commissioners may recommend the Governor appoint other non-voting ex-officio members.
5. Ex-officio members may not hold office or vote but shall serve in an advisory capacity.

Required Categories for Appointed Commissioners

As required by Nebraska Executive Order 94-5 and Code of Federal Regulations: 45 CFR 2550.50, the Membership shall include the following voting Commissioners appointed by the Governor of the State of Nebraska:

1. A person with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth.
2. A person with experience in the promotion of the involvement of older adults in service and volunteerism.
3. A person who represents a community-based agency or organization within the State of Nebraska.
4. The head of the state education agency, or his or her designee.
5. A person who represents the local government of the State of Nebraska.
6. A person who represents local labor organizations in the State of Nebraska.
7. A person who represents the business community of the State of Nebraska.
8. 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.
9. A person who represents a national service program.
10. A person who represents persons with disabilities; and
11. A person who represents the volunteer sector.

Additional Categories for Appointed Commissioners

The following additional persons may be given priority for appointment by the Governor of the State of Nebraska as voting members.

1. The Spouse of the Governor of the State of Nebraska.
2. Persons who are actively involved and represent volunteers in community service.
3. Educators, including persons who represent institutions of higher education and local education agencies.
4. Experts in the delivery of human, educational, environmental, or public safety services to communities and persons.
5. Representatives of Native American tribes; and
6. Youth at-risk or out-of-school.

Commissioner Terms

1. A term for a Commissioner shall be for three years, provided that the Commissioner serves at the pleasure of the Governor. Members may be reappointed to serve up to three consecutive terms of service.
2. Commissioners appointed to fill a vacancy shall serve for the remainder of the term for which the predecessor was appointed and shall be eligible for reappointment serve up to three terms of service.
3. After serving three consecutive terms, commissioners shall be eligible for reappointment to another term once they have been off the Commission for a one-year period.

Commissioner Resignation

1. A Commissioner may resign at any time by giving written notice to the Office of the Governor and to the Chair or Executive Director of the Commission.

Commissioner Attendance

1. A Commissioner is expected to attend all the regularly scheduled meetings of the Commission. ~~A commissioner will be counted in attendance if attending a regularly scheduled meeting by phone.~~
2. A Commissioner must notify Commission staff if they are unable to attend a meeting.

3. A Commissioner who fails to comply may be asked to resign from the Commission.
4. Notice of absences and the request for resignation will be forwarded to the Governor.
5. The Executive Committee will review attendance and report to the commission at its annual meeting.

Compensation

1. Commissioners shall serve without compensation but will be eligible for reimbursement of the actual and necessary expenses incurred in discharging their duties and responsibilities as set by state law for members of such boards and commissions.
2. Expenses will be paid only for appointed commissioners and for technical advisors who are not representing state agencies.
3. Commissioners who are State employees may be reimbursed by the Commission when they do not represent their employing State agency on the Commission.

Conflict of Interest

1. ~~Commissioners and committee participants shall sign a conflict of interest form at the beginning of their term of appointment.~~ shall be provided a conflict-of-Interest form as it pertains to Commission work as it applies to the policy.
2. Commissioners who are employees of an agency receiving a grant from the Commission shall recuse themselves from participation in the grant review and approval process or any action taken to approve or deny funding by the Commission board.
3. Commissioners shall disclose any conflict of interest or potential conflict of interest in any transaction, occurrence or circumstance that exists or may arise with respect to his/her serving as a Commissioner or participating on any committee.
4. Should any Commissioner have a conflict of interest involving personal financial gain or a financial gain for any organization on whose governing board the Commissioner serves, or by whom the Commissioner is employed, volunteers, or is otherwise presently associated with or for any other reason is not or does not appear to be impartial with respect to a matter before the Commission (collectively and individually, each of the foregoing constituting a “conflict of interest”), that Commissioner will declare such conflict of interest and recuse himself/herself from any vote involving the conflict of interest.
5. If the presiding officer of the Commission declares such a conflict of interest, he/she shall relinquish the Chair during any vote that involves the conflict of interest.
6. If adherence to the foregoing recusal procedure results in an insufficient number of eligible voting members to maintain quorum, then the remaining member(s) of the Commission shall have authority to act by majority vote, unless a unanimous vote of all members is required by applicable law, in which case authority to act shall require a unanimous vote of the remaining members.
7. Commission members may not, under any circumstances, assist an organization in the preparation of a grant application, except as part of a Commission approved technical assistance program available to all potential applicants.

Annual Commissioner Commitment Pledge

1. Commissioner’s and committee participants are asked to ~~sign an annual~~ pledge **their** supporting the following.
 - a. Fulfilling their role as a commissioner by defining and fulfilling the Commission’s mission and carrying out the functions of the office of Commissioner as stated in the Commission’s guidelines.
 - b. Developing policies that govern implementing the commission’s plans and purposes. The role is separate and distinct from the role of Executive Director, who determines the means of implementation.

- c. Attending at least 75% of all Commission meetings throughout the year and will reassess their participation on the Commission should they be unable to attend meetings.
- d. Each Commissioner will serve on at least one committee each year and participate fully in the committee's work.
- e. Commissioners should have both a duty of stewardship and a duty of loyalty of the Commission.
 - A Duty of Stewardship means:
I must be familiar with and contribute towards the Commission's finances and activities and participate regularly in its governance. In carrying out this duty, I must act in good faith using the degree of diligence, care and skill, which prudent people would use in similar positions and under similar circumstances.
 - A Duty of Loyalty means:
I am charged with the duty to act in the best interest of the Commission above personal interests. This means I must recognize when my and the Commission's interests are in conflict, advise others and abstain from voting on the matter.

SECTION IV. COMMISSION OFFICERS

Commission Officers

1. The only permanent Officer of the Commission shall be a Chair.
2. The spouse of the Governor of the State of Nebraska may serve as Honorary Chair if he or she so chooses, and he/she shall be a voting member. 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.

Eligibility for Commission Office

1. Any voting Commissioner in good standing shall be eligible to serve as an elected official except that no commissioner who is an employee of an agency receiving a grant from the Commission shall be eligible to hold elective office during the time the agency is receiving the grant.
2. Non-voting Commissioners may not hold offices ~~but may serve as chairs of committees. No more than one committee can be chaired by a non-voting ex-officio commissioner.~~

Commission Officer Election Process

1. The Chair shall be elected by majority vote of the members of the Board.
2. Any other officer positions shall be created by internal resolution and an election shall be conducted in the same manner as the election of the Chair.
3. An independent nominating committee composed of a Nominating Chair and two Commissioners will be elected at the ~~October or fall~~ **Winter** meeting of the Commission.
 - a. The Nominating Chair will make a written request to Commissioners for officer nominations.
 - b. The Nominating Committee may nominate additional names.
 - c. The nominations will be screened for eligibility and persons nominated will be asked to confirm if they accept nomination. All qualified names will be sent to the Commission office to be distributed in the agenda packet for the Annual Meeting.
4. At the Annual Meeting of the Commission, additional nominations will be taken from the floor when accompanied by written notice of acceptance and eligibility.
5. A secret written ballot that includes all nominees will be conducted.
 - a. Commissioners may vote in the following ways:

- 1) Attend the Annual Meeting in person and submit written secret vote.
- 2) Submit a vote electronically that must be received by the Nominating Committee Chair or designee before the Annual Meeting.
- 3) Mail paper copy of ballot that must be received by the Nominating Committee Chair or designee before the Annual Meeting.
- b. Voting members surrender privacy by not being present and submitting written ballots electronically or on paper prior to the meeting when a vote will be taken.
- c. The Nominating Committee will serve as tellers and will count the ballots in another room. The Nominating Committee Chair will read the Tellers Report of the outcome of the election to the commission and hand the report to the Chair. The Tellers Report shall follow the format described in Roberts Rules of Order and be entered in full in the official minutes of the meeting.
- d. A runoff will be held if needed. Each officer must receive at least 51% of cast ballots.
- e. When there is an uncontested election, the Commission may elect officers by acclamation.
- f. Counted ballots shall be given to the Commission office to keep on file for 30 days before being destroyed.
6. Members of the Nominating Committee are eligible to run for any other Commission office while serving in this position.

Elected Officer Terms

1. All elected officers shall take office and assume the powers and duties that are associated with their respective position next regularly scheduled meeting.
2. The Chair shall each serve a term of two (2) years and until their successor is duly elected.
3. The Vice-Chair and Chair-Elect will be elected on alternating years with terms of one-year.
4. The Chair-Elect will become Chair the following year.
5. The Vice-Chair is eligible to be elected as Chair-Elect.
6. 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.
7. In the event the vacancy is with the Chair, the Vice-Chair or the Chair-Elect shall serve as Chair protem until the next regular Annual Meeting of the Commission.

Officer Resignation

1. 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.
2. An Officer may resign from her or his position without resigning her or his membership on the Board.

Officer Removal from Office

The Commission may at any time remove an officer by a two-thirds vote of all voting members present following adequate notice required by law of such matter to the entire Commission.

Officer Duties

1. Chair
 - a. The Chair shall be the chief officer of the Commission Board and shall preside at all meetings of the Commission and the Executive Committee. The Commission Chair

- shall serve as an ex-officio member of all committees except the Nominating Committee.
- b. The Chair shall authorize calls for any special meetings other than those called by the Executive Committee, appoint all committees, execute all documents authorized by the Commission, make committee assignments, set agendas for Commission meetings with advice from the Executive Committee, and generally perform all duties associated with that office.
 - c. The Chair shall communicate to the Commission such matters and make such suggestions as may in the Chair's opinion promote the welfare or interests of the Commission and shall perform such other duties as are necessary to the office.
 - d. The Chair or designee shall represent the Commission to promote exchange of information and to facilitate cooperation with other organizations promoting volunteerism and national service.
 - e. 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.
2. Vice-Chair
 - a. The Vice-Chair shall act as an aide to the Chair and shall perform all duties of the Chair during the absence of the Chair.
 - b. The Vice-Chair shall be a member of one standing commission committee and the Executive Committee.
 3. Chair-Elect
 - a. The Chair-Elect shall act as an aide to the Chair and perform all the duties of the Chair in the absence of the Chair.
 - b. The Chair-Elect shall prepare for assuming the Chair position the following year.
 4. Honorary Chair
 - a. The Honorary Chair will serve as the champion of national and volunteer service for the State of Nebraska and attend commission events as her or his schedule permits.
 - b. The Honorary Chair shall be a member of one standing committee and the Executive Committee.
 - ~~c. The Honorary Chair shall host the Commission's annual volunteer awards presentation ceremony.~~
 - d. The Honorary Chair, as her or his schedule permits, shall lead new AmeriCorps members in their service pledge at the beginning of the service program year.

Article V. SERVENEBRASKA COMMITTEES

Executive Committee

1. Composition. The Executive Committee shall consist of the Chair, the Honorary Chair, any other Officers duly created and elected, and all Committee Chairs. The Chair may appoint the most recent past chair to serve on the Executive Committee as an advisor to the Committee. Duties It 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. The Committee shall:
 - a. Coordinate all committee assignments, establish ad hoc committees in order to carry out the business of the Commission.
 - b. Meet to conduct Commission business, preview proposed Commission Board agenda items and draft appropriate motions for Commission consideration.
 - c. Meeting notes of each meeting shall be prepared, and copies forwarded to the appropriate committee members and chair.
 - d. A written or verbal report from the committee chairs shall be delivered at each meeting of the Commission.

- e. Call additional Commission meetings as deemed necessary other than those called by the Chair to transact the business of the Commission.
 - f. Submit the Commission's Report to the Governor.
 - g. Carry out or assign any other duties as deemed necessary by the Commission.
2. Meetings. The Executive Committee shall meet by ~~telephone conference~~ **virtual meeting space** or in-person at least one time prior to each scheduled Commission meeting to prepare the agenda and plan the next commission meeting.
 3. Quorum. A majority of the members shall constitute a quorum. ~~Ex-officio, non-voting commissioners who serve as the chair of a standing committee may not vote while serving on the Executive Committee but may participate in all discussions.~~

Committees and Committee Meetings

1. The Commission shall have the authority to establish and remove committees as deemed necessary to conduct the Commission's business. Membership of committees shall consist of Commissioners and other interested persons invited to participate in an advisory capacity. All committees shall be chaired by a member of the Commission. All committees shall have the support and technical assistance of the Commission staff.
2. Committees will review major issues as assigned by the Executive Committee or the Commission.
 - a. Committees will report all results to the Executive Committee and Executive Director prior to reporting to the Commission if the Committee meets between Commission Board meetings.
 - b. When Committees meet on the same day and prior to the Commission Board meeting, they will report directly to the Commission during the business meeting.
3. Committee members. ~~Following the Annual Meeting,~~ **Following the Annual Meeting, The beginning of the year that the Commission Chair turns over** each committee member will indicate a preference for committee membership. The Chair will determine the membership of each committee. Each committee member must serve on one or more Committee(s).
4. Committee Chairs. The Commission Chair shall appoint a chair from assigned committee members. Committee chairs shall be a Commissioner. The Committee Chair shall preside at all meetings of the committee. A commission member may only serve as chair of one committee at any one time.
5. Meetings. The Committees may meet ~~by telephone conference~~ **through a virtual space** between Commission Board business meetings. ~~and shall meet in person at each regularly scheduled Commission Board meeting.~~
6. Committee Meeting Notes. Meeting notes of each meeting shall be prepared, and copies forwarded to the appropriate committee members and chair. A written or verbal report from the committee chairs shall be delivered at each meeting of the Commission.
7. Procedures. Each committee may adopt its own rules of procedures, which shall not be inconsistent with the terms of its creation and the Bylaws.
8. Recommendations. Committees shall forward any recommendations to the Commission for formal action. Committees shall not act on behalf of the Commission without Commission authorization. Committees are not authorized to expend funds.

SECTION VI. COMMISSIONER VOTING

One Commissioner One Vote

Each voting Commissioners shall be entitled to one (1) vote on the Commission.

Conflict of Interest Voting

No Commissioners shall be entitled to vote upon any matter in which that member has, perceivably or, a "conflict of interest" as that term is defined under Nebraska law.

Meeting Quorum

1. A quorum shall be constituted by one-third of the voting members of the Commission.
2. A quorum must be present to conduct commission business or to take any action on behalf of the commission.

Majority Vote

Actions, including the election of officers, shall require a majority vote of all eligible voting members present, in person or electronically.

SECTION VII. COMMISSION BOARD MEETINGS

Public Notice

1. The Commission is subject to the Nebraska Open Meetings Law, Neb. Rev. Stat. sec. 84-1408 to 84-1414 and any revisions thereto.
2. Public Notice will be made for each meeting of the Commission and will state at a minimum: "ServeNebraska - the Nebraska Volunteer Service Commission will meet (date) (time) (place). Interested persons are invited to attend. Agendas are available on the Commission website, by calling or writing the Commission." The above announcement will be duly issued through the Commission office ten (10) days prior to each meeting of the Commission.
3. Provisions for Special and Emergency meetings are governed by Nebraska State Law.

Meeting Rules

1. Written notice stating the place, day and hour of any meeting shall be transmitted to each member not less than ten calendar days before the date of such meeting by the Executive Director of the Commission.
2. The ten-day notice provision is waived if the Executive Committee determines that the Commission will meet within less than ten days of the last meeting or a special or emergency meeting is called. Notice of a special or emergency meeting shall be actual notice to each Commissioner by whatever means as appropriate.
3. In the absence of the Chair and Vice-Chair, one of the Chairs of the Standing Committee shall be elected by the Commissioners present to preside at the meeting. The Executive Director shall open the meeting and oversee the election of the temporary chair.
4. All meetings shall be conducted in a manner consistent with Nebraska Open Meeting Laws, Neb. Rev. Stat. sec. 84-1408 to 84-1414.
5. The rules contained in the current edition of Roberts Rules of Order, Newly Revised shall govern the Commission in all cases in which they are applicable and not inconsistent with these Bylaws and any special rules or Bylaws the Commission may adopt.
6. The agenda shall include time for citizens to speak. The Chair may impose limits on the length of time each citizen may speak.

Meeting Schedule

1. The Commission shall meet in-person a minimum of four times during each calendar year.
2. The second quarterly meeting will be known as the Annual Meeting of the Commission.
3. Special meetings or additional meetings necessary to transact the business of the Commission may be called upon the recommendation of the Commission Chair and/or Executive Committee.
4. The Executive Director shall provide means for commission members to indicate their ability to attend each scheduled meeting 10 days prior to all scheduled meetings.
5. When it is established prior to the meeting date that there will not be a quorum in attendance, all Commissioners will be notified, and the meeting may be cancelled.

6. The Chair may cancel commission meetings for good cause. All Commissioners and other interested parties will be notified.

Meeting Procedure

1. Formal action of the Commission shall be conducted by a roll call vote. According to Neb. Rev. Stat. sec. 84-1413 of the open meeting laws, all actions on any questions or motion shall be by roll call vote.
2. The Commission shall limit discussion to items on the agenda adopted at the beginning of each meeting.
3. New items shall not be added to the agenda unless an emergency exists. An emergency shall be consistent with the Nebraska Open Meetings Law definition of “emergency”. Items accepted by the Commission for emergency action may be added by a majority vote.
4. Proposed agenda items shall be transmitted by individual commission members 15 calendar days prior to the scheduled meeting. The Chair shall then determine the agenda. When situations arise that are not covered in the Bylaws, the Commission will proceed according to Robert’s Rules of Order.
5. Persons or organization representatives not scheduled on the agenda may be heard by the Commission during the portion of the agenda designated as “public comment”. The Chair shall set a time limit for such comment.
6. Reports and support materials for the agenda items should be in written form and transmitted to the commission members along with the agenda prior to the meeting whenever possible.
7. All meeting sites must be barrier free and accessible for all persons with disabilities including the provision of an interpreter when appropriate.

SECTION VIII. RECOGNITION OF COMMISSIONERS, STAFF and Volunteers

1. Recognition for Outgoing Commissioners

During the end of the final term that the outgoing commissioner is serving and who has served a full term of service, an admiralship will be requested from the Governor’s Office in that commissioner’s honor. In addition, a small token of appreciation will be obtained costing no more than \$75.00 out of the federal administration budget. Memento will be selected by staff.

The outgoing commissioner will be personally invited to attend their final commission meeting to be recognized by their fellow commissioners. If the commissioner is not available to attend their last commission meeting; the admiralship, small token of appreciation and a note from the Chair of the Commission will be mailed to that commissioner within one week after the Commission meeting.

2. Recognition of Commissioner Life Events

An appropriate card will be sent by the Executive Director and/or the Chair of the Commission in the event of the birth of a child, death in the family, birthday, and celebration of high achievement in professional or personal life.

3. New Commissioners appointed to the Commission

A press release boiler plate will be created so that when new commissioners are appointed by the Governor, a press release will be sent promptly to their hometown newspaper with a photo, if available.

Another boiler plate press release will be created to announce the election of the new Chair and Vice-Chair officers elected by the Commission. These two press releases will also be added to the Commission’s Marketing Plan as another way to create more awareness of the Commission by the public.

4. Staff Recognition

Commission staff will be recognized with a service award presented at five-year intervals (i.e. 5, 10, 15, 20, etc.) This service award will be purchased out of the Nebraska Volunteer Foundation Fund and decided upon by the Executive Committee.

If a staff member leaves commission employment, what type of recognition, if any, will be decided upon by the Executive Committee.

In the event that a staff member chooses to retire from commission employment, the Executive Committee will use the Department of Health & Human Services Employee Recognition Policy as a framework to begin from when planning a reception or any other form of recognition.

5. Volunteer Recognition

Volunteer/s will be recognized annually with a certificate, letter signed by the Commission Chair and Executive Director, and a memento costing no more than \$5.00.

SECTION IX. CHANGES AND/OR ADDITIONS TO POLICY MANUAL

Policy Manual Review

The ~~Governance and Funding~~ Executive Committee shall review ServeNebraska Policy Manual annually and make recommendations for appropriate changes and/or additions.