

IV. Meetings

The Commission shall meet as necessary to complete its business, as determined by the Commission, but not less than once per year, or upon call of the chairperson. Neb. Ct. R. § 3-1011(E).

a. Notice of Meetings. Notice of meetings shall be sent at least 3 business days prior to the date of the meeting and shall include notice as to the date, time, and place of the meeting along with a preliminary agenda for the meeting. Meeting notices may be sent electronically, by e-mail or facsimile. Emergency meetings may be held without the required 3-day notice if all members approve and waive the notice requirement.

b. Quorum. A majority of the Members shall constitute a quorum. If less than a quorum is present at a meeting, a majority of the Members present may adjourn the meeting and continue it to a later date and time upon notice. At any reconvened meeting at which a quorum is present, any business may be transacted which might have been transacted at the adjourned meeting. Members present at a properly called meeting may continue to transact business until adjournment, notwithstanding the withdrawal of Members leaving less than a quorum. Neb. Ct. R. § 3-1011(F).

c. Voting. Each Member shall be entitled to one vote on each matter submitted to a vote at a meeting of the Commission. A majority vote of the Members present at a meeting at which a quorum exists shall, unless a greater vote is required by other provisions of these regulations, decide any issue submitted.

d. Action by Communication Equipment. The Members or any designated committee may participate in a meeting of the Commission or such designated committee by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time, and participation by such means will constitute presence in person at a meeting.

e. Determination to Act Outside of Meeting. After notice to the Commission, any action required or permitted to be taken at a Commission meeting may be taken without a meeting if a written consent is provided via email by a majority of the Members as long as there are no "negative" votes and all Members provided an acknowledgment receipt of the email requesting consent. Any such written consent shall be inserted in the minute book as if it were the minutes of a Commission meeting. Further, such consent shall have the same force and effect as an affirmative majority vote at an in-person meeting and may be stated as such in any document filed for the public record.

f. Vote on Matters to Be Determined Outside of Meeting. Upon written consent obtained by the procedure set forth in subsection e of this section, any action required or permitted to be taken at a Commission meeting may be voted upon if a ballot is signed or a vote is provided via email ballot by a majority of the Members, as long as there are no "negative" votes and all Members provide an acknowledgment receipt of the email ballot. Any such written or email vote and resulting decision shall be inserted in the minute book as if it were the minutes of a Commission meeting. Further, such decision shall have the same force and effect as an affirmative majority vote at an in-person meeting and may be stated as such in

any document filed for the public record.
