NEBRASKA TELECOMMUNICATIONS RELAY SERVICE

BY-LAWS AND PROCEDURES

I. PURPOSE

A. The Advisory Committee is established pursuant to the terms of LB 240 (LAWS 1990).

B. The purpose of the Advisory Committee is to:

1. Provide guidance for the development, monitoring, and promotion of state-wide telecommunications relay services in Nebraska;
2. Review the request for proposal (RFP) and analyze the bids;
3. Establish goals and recommendations for the telecommunications relay service within the State; and
4. Annually discuss the surcharge and rules and regulations established by the Public Service Commission.

C. Definitions

1. Telecommunications relay system means a service that permits full and simultaneous communication between hearing or speech-impaired persons using specialized telecommunications equipment and others using conventional telephone equipment.
2. The Public Service Commission establishes standards, procedures, and training specifications for the relay system.

II. ORGANIZATION

A. The voting membership of the Advisory Committee shall consist of:

1. Two members shall be hearing-impaired persons, one of whom is deaf;
2. One member shall be a speech-impaired person;
3. One member shall represent the Public Service Commission;
4. One member shall represent the telephone industry;
5. One member shall represent the Commission For The Deaf And Hard Of Hearing;
6. One member shall represent the public.
7. Membership in the Advisory Committee shall consist of a majority of deaf, hearing or speech-impaired individuals.

B. The Advisory Committee's membership shall be seven (7) members appointed by the Commission For The Deaf And Hard Of Hearing.

1. Members shall be appointed for a three-year term.
2. Members shall serve no more than (2) two consecutive (3) three year terms.
3. If there is a vacancy or resignation on the Advisory Committee, the Commission For The Deaf And Hard Of Hearing shall appoint a new member to complete the term of the vacant position.
4. A member of the Advisory Committee may be removed by the Commission For The Deaf And Hard Of Hearing 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 Commission For The Deaf And Hard Of Hearing.

C. Officers.

1. The chairperson of the Advisory Committee 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 Committee.
2. The committee shall also chose a vice chairperson. His or Her duties shall include running the meetings in the absence of the chairperson.

D. Telecommunications relay staff/technical assistance.

1. The Commission For The Deaf And Hard Of Hearing and the Public Service Commission staff may appoint technical assistance staff to aid the Advisory Committee in performing its task. The staff may attend all meetings and participate in all Advisory Committee activities, with the exceptions of presenting motions, and voting.

E. Special Committees.

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

III. MEETINGS

A. Meeting Rules

1. A quorum shall consist of a simple majority (four members) of the Advisory Committee membership.
2. Written notice stating the date, time, and place of the meeting shall be sent to each member not less than seven working (7) 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 Committee shall meet at least two (2) times a year.
2. Additional meetings can be called as necessary by the Chairperson upon recommendation of the Advisory Committee members or the Public Service Commission.

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 Committee shall limit discussion and actions to items contained on the approved agenda.
   a. Proposed agenda items can be submitted by the Advisory Committee members; Commission For The Deaf And Hard Of Hearing; or the Public Service Commission.
   b. Additional items may be placed on the agenda, 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 Committee members along with the agenda.
3. There shall be a public comment section during which any person or group can address the Advisory Committee. The Advisory Committee 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 Committee shall be free of

communication and architectural barriers, and accessible for all individuals.

7. An interpreter(s) will be provided at every meeting of the Telecommunications Relay Advisory Committee.

D. Public Notice.

1. Public notice shall be given for each meeting of the Advisory Committee 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 Committee.
2. The public notice shall state the following: The Nebraska Telecommunications Relay Advisory Committee will meet on (date), at (place), beginning at (time). Interested persons are invited to attend. An agenda is available by calling or writing to the Nebraska Public Service Commission, 1200 "N" Street, Suite 300, Lincoln, Nebraska 68509, or by calling (402) 471-3101 Voice, (402) 471-0213 TDD.