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COMMUNITY COUNCIL

CHARTER



APPROVED BY THE
NEBRASKA INFORMATION
TECHNOLOGY COMMISSION
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INTRODUCTION

The Community Council (hereafter referred to as “Council”) of the Nebraska Information Technology Commission (hereafter referred to as “Commission”) is an advisory committee of the Commission composed of members that represent different facets of our diverse community. These facets represent:

- state and local governments
- libraries
- nonprofit and community organizations
- the education sector
- rural/agriculture
- workforce development
- involved community members and any other focus areas deemed appropriate by the Council and the Commission.

These different groups are involved in the community providing direct services, thus understanding the needs and gaps for community members surrounding digital access and technology availability that must be addressed.



MISSION AND RESPONSIBILITIES

MISSION

The Council's mission is to identify unmet needs in digital accessibility, affordability, and adoption across Nebraska's communities and collaborate on developing effective solutions to bridge those gaps.

COUNCIL RESPONSIBILITIES

1

IDENTIFY NEEDS AND GOALS

Identify community digital access needs related to internet access, digital tools, and digital skills across Nebraska. Create goals and desired outcomes drawn from identified needs.

2

STRATEGIES AND GOAL COMPLETION

Develop results-oriented strategies to address the gaps in digital access across communities in Nebraska, including a timeline when to complete goals.

3

RECOMMENDATIONS

Recommend policies and initiatives that promote awareness, digital access, technology training, strategic partnerships, and long-term planning for the use of information technology in communities.

4

STAKEHOLDER ENGAGEMENT

Facilitate stakeholder engagement, including underrepresented and historically excluded groups, to gather input and ensure local perspectives guide planning and implementation.

5

EVALUATION

Monitor and assess the impact of digital access efforts, using clear metrics and community feedback to guide improvements and measure return on investment.

6

RESOURCE

Serve as a resource hub by sharing best practices, success stories, funding opportunities, and toolkits with communities and partners across the state.

7

COLLABORATION

Promote collaboration among state agencies, local governments, nonprofits, and the private sector to leverage resources and align efforts that expand infrastructure and grow Nebraska's skilled workforce.

8

STATEWIDE TECHNOLOGY PLAN

Assist the Commission in developing, reviewing and updating the statewide technology plan.

MEMBERSHIP

The Commission shall solicit nominations from organizations or individuals with an active interest or involvement in community information technology issues. Nominations shall describe the qualifications of the person relative to the goals of the Council. Any member must be approved by the Commission.*

The Council shall consist of:

- one member from state government
- one member from local government
- one member from state libraries
- three members from nonprofit and community organizations
- one member from an organization serving English language learners
- one member from an organization serving immigrants
- one member from k-12 education
- one member from postsecondary education
- one member from workforce development
- one member from the rural/agriculture sector
- one member from the health sector
- one member from additional sectors deemed appropriate by the Council and the Commission

VACANCIES

Vacancies shall be filled in the same manner as the original appointments, with new members serving the remainder of the unexpired term. A Council member's seat may be considered vacant if they miss more than half of the scheduled Council meetings within a calendar year.

**Council members may resign or decline reappointment at their discretion.*

MEETING PROCEDURES

Chair(s)

The elected Chair or Co-Chairs, in collaboration with the NITC administrator, shall preside over Council meetings, guide overall operations, propose meeting agendas, oversee the formation and dissolution of committees, and ensure the effective functioning of the Council.

Designated alternates and non-voting alternates

Each member of the Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the member, have all the privileges as the member on items of discussion and voting.

Quorum

An official quorum consists of 50% of members or their voting alternates.

Reimbursement Requests

Council members seeking reimbursement for meeting related expenses must submit a signed request to the Office of the CIO-NITC using the official state accounting forms.

Minutes and Voting

The Council shall maintain accurate minutes of all meetings, including a record of votes taken. Minutes will be made available for public inspection in accordance with Nebraska state law.

Length of Service

Council members shall serve 2-year terms. To ensure continuity, terms may be staggered so that no more than half of the Council is up for reappointment in a given year. Members may be reappointed for additional terms, subject to the appointment process.

PUBLIC NOTICE

The Council shall provide reasonable advance public notice of the time, place, and agenda of each meeting. This information will be published on the Council's website at <http://nitc.nebraska.gov> and on the Nebraska Public Meeting Calendar at <https://www.nebraska.gov/calendar>.

