

# Charter

Technical Panel | November 15, 2011

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## 1. Introduction

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as “Commission”).

## 2. Purpose

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

## 3. Authority

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521.

## 4. Commission Responsibilities and Mission

### 4.1 Commission Mission

“The mission of the Nebraska Information Technology Commission is to make the State of Nebraska’s information technology infrastructure more accessible and responsive to the needs of its citizens, regardless of location, while making investments in government, education, health care and other services more efficient and cost effective.”

### 4.2 Commission Responsibilities

The responsibilities and duties of the Commission are codified at Neb. Rev. Stat. § 86-516.

## 5. Technical Panel Mission and Responsibilities

### 5.1 Technical Panel Mission

The mission of the Technical Panel is to assist in the development of a state-wide technical infrastructure that will be scalable, reliable, and efficient.

### 5.2 Technical Panel Responsibilities

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

5.2.2 Review any technology project presented to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for

Charter approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002; September 23, 2005; November 1, 2006; and November 15, 2011.

adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

## 6. Membership

### 6.1 Number of Members

The Technical Panel may include but not be limited to five members approved by the Commission.

### 6.2 Representation

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the office of Chief Information Officer;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 One member with expertise in assistive technology;

6.2.5 One member representing K-12 education; and

6.2.6 Other members as specified by the Commission.

### 6.3 Member Recommendations and Approval

Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from the CIO of the University of Nebraska and the CIO of the State of Nebraska for the member listed in section 6.2.4; and from the Education Council of the NITC for the member listed in section 6.2.5.

All members of the Technical Panel must be approved by the Commission.

### 6.4 Member Responsibilities; Conflicts of Interest

A Member with a potential conflict of interest in a matter before the Technical Panel or a potential interest in a contract with the Technical Panel is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

## 7. Meeting Procedures

### 7.1 Chair(s)

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve a one-year term beginning January 1 of each year.

### 7.2 Quorum and Action Items

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

### 7.3 Designated Alternates and Non-voting Alternates

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

### 7.4 Meeting Frequency

The Technical Panel shall meet not fewer than four times per year (quarterly).

### 7.5 Notice of Meetings

Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the Technical Panel's website at <http://www.nitc.ne.gov/>.