

MEMORANDUM

TO THE BOARD

SUBJECT: Amendments to Policy Manual pursuant to Paperless Project

FROM: Pat Teer, Administrative Coordinate

DATE: September 2, 2003
Updated: September 30, 2003

Pursuant to the Board's adoption of the Paperless Project, several Board policies need to be amended. These amendments are of a "housekeeping" nature. We have also incorporated several suggestions made by Directors in these updates. The following are the recommended changes:

4.1 Board Meetings – Special Meetings	Change method of notification to e-mail, with meeting materials posted to the web site at least 3 days prior to the meeting date. Directors will also be called to inform them of any special meeting.
4.4 Board Meetings – Notice of Meetings and Expenditures	Change notification method to e-mailed. Notice will be e-mailed at least 6 days prior to meeting instead of 4 days.
4.9 Board Meetings – Meeting Materials Distribution	Meeting materials will be posted to the District web site. Draft agenda and other available info will be posted to the website at least 5 days prior to meeting date. Draft agenda will be e-mailed to Directors at least 5 days prior to the meeting date. Final agenda, Subcommittee minutes, etc., will be posted to the website by 4:00 p.m. the day prior to the Board Meeting. Final agenda will be e-mailed to Directors by 4:00 p.m. the day prior to the meeting date. The Board shall not consider personnel matters or give initial consideration to a new project unless the info materials are e-mailed to Directors and posted to the web site at least 5 days prior to the meeting (instead of 7 days).
4.10 Board Meetings – Agenda Distribution	The draft agenda will be posted to the web site at least 5 days prior to the meeting date. The final agenda will be posted to the web site and e-mailed to Directors by 4:00 p.m. the day prior to the Board Meeting.
5.3 Subcommittees – Notice of Meeting	Change method of notification to e-mail. Directors will receive notification at least 5 days (instead of mailed 3 days) prior to meeting.

5.9 Subcommittees – Meeting Materials Distribution	Agendas and background info will be posted to the website at least 5 days prior to the meeting date. Agendas and staff recommendation memos will be e-mailed to Directors at least 5 days prior to the meeting date. The Subcommittee shall not consider personnel matters or give initial consideration to a new project unless the info materials are e-mailed to Directors and posted to the web site at least 5 days prior to the meeting (instead of 7 days).
22.1 Miscellaneous – Papio-Missouri River NRD “Paperless Project:	Amended to include the above mentioned amendments.

NOTE: District Policy 1.5 requires that amendments to the above policies (with the exception of Policy 22.1) be tabled for one month. Final consideration for adoption will be at the October 9, 2003 Board Meeting.]

The Board took action to table these amendments for final consideration at the October 9, 2003 Board meeting.

It is the recommendation of staff that the following actions be taken:

- ➔ **Recommendation that the amendments be taken from the table.**
- ➔ **Recommendation that the following policies be adopted and incorporated in the Directors Policy Manual:**
 - * **4.1 Board Meetings – Special Meetings**
 - * **4.4 Board Meetings – Notice of Meetings and Expenditures**
 - * **4.9 Board Meetings – Meeting Materials Distribution**
 - * **4.10 Board Meetings – Agenda Distribution**
 - * **5.3 Subcommittee – Notice of Meetings**
 - * **5.9 Subcommittees – Meeting Materials Distribution**
 - * **22.1 Miscellaneous - Papio-Missouri River NRD “Paperless Project”**

4.1 Board Meetings - Special Meetings. Special meetings of the Board may be called from time to time as follows:

A. As used herein, the term “special meeting” shall mean all meetings of the Board, requiring a quorum, other than the regularly scheduled monthly meetings.

B. Special meetings may be called on the Chairperson’s own motion, or shall be called by the Chairperson upon the request of three other directors.

C. The action of the Chairperson in calling such special meeting, and the specification of the date and time and the subjects to be acted upon at such special meeting shall be expressed by oral or written communications to the General Manager, who upon receiving such communications, shall make a memorandum thereof and within 24 hours (exclusive of weekends and NRD holidays) transmit by e-mail to each Director, at his or her last known e-mail address, a notice advising the date and time when such special meeting shall convene pursuant to the call. Such notice shall further contain an agenda of the subjects to be acted upon at such special meeting, which agenda may only be modified at such public meeting to include items of an emergency nature unknown at the time the call for such meeting was made. Meeting agenda and related materials will be posted to the web site at least 3 days prior to the meeting date.

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D. In addition to transmitting e-mail notice to all Directors, the General Manager shall cause two attempts to be made to communicate notice of the special meeting to each Director by telephone such calls, shall originate during the District’s normal business hours and shall be made to the Director’s number shown in the current telephone directory, or to such telephone number as a Director may specify in writing delivered to the General Manager for this purpose.

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E. Special meetings may be called to convene on not less than the third day (exclusive of weekends and NRD holidays) after the day that e-mail notice to Directors of such meeting, and may be called to convene only at the principal office of the District and between the hours of 8:00 a.m. and 8:00 p.m. on a day other than Saturday, Sunday, or an NRD holiday.

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[December 5, 1986; November 18, 1999; October 9, 2003]

4.4 Board Meetings - Notice of Meetings and Expenditures. Public Notice of the regular Board meeting shall be e-mailed to the six offices of the District, the Board and news media at least 6 days prior to the meeting. The Public Notice shall contain the time, place and date of the meeting and a statement that, "The agenda for each such meeting shall be kept continually current and shall be readily available for public inspection at the principal office of the Papio-Missouri River NRD at 8901 South 154th Street, Omaha, NE, during normal business hours." The notice of the District's regular Board of Directors meeting shall be published in the Omaha World-Herald. The District's monthly expenditures shall be published in the least expensive legal newspaper in each of the six counties on a yearly basis.

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[December 5, 1986; October 9, 2003]

4.9 Board Meetings - Meeting Materials Distribution.

A. Meeting materials for the Board Meetings will be posted to the District web site at www.papionrd.org. pursuant to the following:

Deleted: Informational packets (except for Executive Session material) shall be mailed to Directors, Legal Counsel, and Natural Resources Conservation Service offices in the Papio-Missouri River NRD District, the Nebraska Natural Resources Commission member representing the metropolitan class city and the Missouri River Tribes Commission member.

Board Meeting Information: Draft Board agenda and other available information will be posted to the website at least 5 days prior to the meeting date. Draft agenda will be e-mailed to Directors at least 5 days prior to the meeting date.

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Final agenda, Subcommittee minutes, etc., will be posted to the website by 4:00 p.m. the day prior to the Board Meeting. Final agenda will be e-mailed to Directors by 4:00 p.m. the day prior to the meeting date.

B. Except with the consent of two-thirds of the entire Board of Directors, and with the exception of matters related to litigation, the Board at a non-emergency meeting (see 84-1411(3), R.R.S., 1943) shall not consider personnel matters or give initial consideration to a new project

unless the available informational materials relating thereto are e-mailed to the Directors and posted to the web site at least five days prior to the day of the meeting.

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[December 5, 1986; September 8, 1994; October 9, 2003]

4.10 Board Meetings - Agenda Distribution. The draft agenda will be posted to the web site (www.papionrd.org) at least 5 days prior to the meeting date. The final agenda will be posted to the web site and e-mailed to Directors by 4:00 p.m. the day prior to the Board Meeting.

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[December 5, 1986; October 9, 2003]

5.3 Subcommittees - Notice of Meetings. Notice of meetings of Subcommittees shall be e-mailed to all Directors at least five days prior to the date of the meeting, with the exception that notice of meetings of the Finance, Expenditure and Legal Subcommittee for the purpose of reviewing bills or making recommendations for disbursements of District funds may be given by telephone at least forty-eight hours prior to the meeting. Public notice of the meetings of subcommittees shall be posted, mailed and published in the same manner as provided for regular board meetings by Policy 4.4.

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[December 5, 1986; March 3, 1988; May 9, 1991; March 12, 1992; August 12, 1993;
July 13, 1995; October 9, 2003]

5.9 Subcommittees - Meeting Materials Distribution.

A. Meeting materials will be posted to the District web site at www.papionrd.org pursuant to the following:

Deleted: Informational packets (except for Executive Session material) shall be mailed to Directors, Legal Counsel, and Natural Resources Conservation Service offices in the Papio-Missouri River NRD District.

Subcommittee Information: Subcommittee Agendas and background information will be posted to the website at least 5 days prior to the Subcommittee meeting date. Agendas and staff recommendation memos will be e-mailed to Directors at least 5 days prior to the Subcommittee meeting date.

B. Except with the consent of two-thirds of the entire Subcommittee, and with the exception of matters related to litigation, the Subcommittee shall not consider personnel matters or give initial consideration to a new project unless the available informational materials relating thereto are e-mailed to the Directors and posted to the web site at least five days prior to the day of the meeting.

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[September 8, 1994; October 9, 2003]

22.0 Miscellaneous - Dissemination of Confidential Material. Confidential written communications by Legal Counsel to the District concerning litigation in progress shall be transmitted to the General Manager, who shall disseminate such communications as the Executive Subcommittee shall direct. Any confidential material posted to the District's website for consideration at a Subcommittee or Board meeting can only be accessed by use of a password issued to Board members and designated staff.

[December 8, 1994; February 14, 2003]

22.1 Miscellaneous – Papio-Missouri River NRD “Paperless Project”: The Papio-Missouri River NRD “Paperless Project” is an authorized project of the District. The purpose of the “Paperless Project” is to provide the P-MRNRD Board of Directors, staff and general public access to Subcommittee and Board information and to move to a paperless office concept.

To achieve this, each elected P-MRNRD Director will be issued a laptop computer. Laptop will be returned to the District office once the Director has left office. The following is the policy concerning internet/printing needs be adopted:

Printing – Each Director shall be given a choice of using his or her own printer, or using a printer supplied by the District. If the Director uses his or her own printer the Director can be reimbursed \$.05 per copy for any copies made pertaining to District business. This expense will be submitted as part of the Director's monthly expense claim form.

Internet Services – Each Director shall be allowed up to \$25.00 per month for reimbursement of the cost of internet service. This expense will be submitted as part of the Director's monthly expense claim form.

Internet Services (Out of Town – Hotel Visits) – While conducting District business while out of town, each Director may be reimbursed up to \$10 per day for the cost of internet connections.

All Subcommittee and Board of Director Information will be posted to the Papio-Missouri River NRD website (www.papionrd.org). The posting schedule is as follows:

Subcommittee Information: Subcommittee Agendas and background information will be posted to the website at least 5 days prior to the Subcommittee meeting date. Agendas and staff recommendation memos will be e-mailed to Directors at least 5 days prior to the Subcommittee meeting date.

Board Meeting Information: Draft Board agenda and other available information will be posted to the website at least 5 days prior to the meeting date. Draft agenda will be e-mailed to Directors at least 5 days prior to the meeting date.

Final agenda, Subcommittee minutes, etc., will be posted to the website by 4:00 p.m. the day prior to the Board meeting. Final agenda will be e-mailed to Directors by 4:00 p.m. the day prior to the meeting date.

[February 14, 2002; April 10, 2003; September 11, 2003]