

**Operating Procedures
of the
Board of Public Roads
Classifications and Standards**

State of Nebraska

**Adopted January 21, 1972
Revised Articles III and VI adopted March 15, 2013**

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**Operating Procedures
of the
Board of Public Roads Classifications and Standards
State of Nebraska**

ARTICLE I.

Name

The name of this Board shall be the Board of Public Roads Classifications and Standards in accordance with the 1969 and 1971 Revised Statutes of the State of Nebraska, Chapter 39, Article 21, Section 39-2101 to Section 39-2125 inclusive.

ARTICLE II.

Address

The principal office and address of the Board of Public Roads Classifications and Standards shall be the Nebraska Department of Roads, PO Box 94759, Lincoln, Nebraska 68509.

ARTICLE III.

Meetings

Section 1. The regular meetings of the Board of Public Roads Classifications and Standards shall be held on the third Friday of each month.

Section 2. The meetings of the Board shall be held in the Central Office Complex, Department of Roads of the State of Nebraska, at 9:00 a.m. or at such other place and time as the Chairman may direct.

Section 3. Special meetings of the Board may be held at any time upon call of the Chairman or any three (3) Board members.

Section 4. Notice of regular meetings shall be given in writing by the Secretary, at least five (5) days before the date of the meeting; and with reference to special meetings, the notice thereof containing the object and purpose of the special meeting shall be directed to the members of the Board by the Secretary at least three (3) days before the date of the said special meeting. Also, some publicized notice specifying the time and place thereof shall precede all meetings.

Section 5. A quorum for the transaction of business shall be a majority of the duly appointed and qualified members of the Board.

Each member of the Board shall have one (1) vote; and proxies shall not be permitted.

Section 6. No rule, regulation, standard or criteria shall be adopted by the Board, except by affirmative vote of a majority of the Members on roll call vote.

ARTICLE IV.

Members

Section 1. The qualifications of the Members of the Board shall be in accordance with the 1971 Revised Statutes of Nebraska, Chapter 39, Article 21, Section 39-2106.

Section 2. The appointment of the Members of the Board and their terms of office shall be in accordance with the 1971 Revised Statutes of Nebraska, Chapter 39, Article 21, Section 39-2106.

ARTICLE V.

Business

The business of the Board may be carried on by mail, provided, however, official action of the Board may only be taken at a regular or special meetings duly convened in accordance with these Operating Procedures, and in accordance with the provisions of Chapter 84, Articles 9 and 14, Reissue Revised Statutes of 1943, as amended.

ARTICLE VI

Officers

Section 1. The officers of the Board shall be a Chairman, a Vice-Chairman, and an appointed Secretary who is not a duly qualified member of the Board.

Section 2. The Chairman shall be the presiding officer of the Board, and shall have all the powers, duties, and authorities usually vested in the Chairman of the Board.

Section 3. The Vice-Chairman shall act and perform all of the duties, powers, and authorities herein before vested in the Chairman, only in the absence or inability of the Chairman to act.

Section 4. The Secretary shall be appointed by a majority vote of the members of the Board and shall be the Manager of Liaison Services Section, Nebraska Department of Roads. The Secretary shall record the minutes of all meetings, preserve, and be the custodian thereof and all other official documents necessary for the function of the Board, receive and record all material submitted to the Board, and perform all duties herein provided for, and such other duties as are normally assigned to a Secretary of a Board.

Section 5. At the first regular meeting held during odd numbered calendar years, the Chairman, Vice-Chairman and Secretary shall be elected by the then duly appointed and qualified members of the Board, provided, however, that in the event of the failure for any reason to hold such biennial election, the said officers shall hold their respective office for their respective appointed term, or until their successor has been duly appointed, elected, and qualified.

ARTICLE VII.

Committees

The Chairman of the Board may at his discretion appoint such Committees consisting of Members of the Board and such other persons as he may deem necessary and appropriate, in order to administer the affairs of the Board with the approval of the majority of the Board.

ARTICLE VIII.

Acts and Agreements

Section 1. All official actions and judgments of the Board, and all contracts and agreements of any kind or nature approved by the Board shall be duly executed by the Chairman and Secretary for and in the behalf of the Board.

Section 2. All certified copies of acts and agreements shall be duly executed by the Secretary for and in the behalf of the Board.

ARTICLE IX.

Public Hearings

Section 1. The Board may in its discretion hold such public hearings at such times and places as may be necessary and appropriate in the administration of its duties; and in this connection, the Chairman may appoint Members to conduct the public hearings; and such public hearings may be held only if at least two (2) Members are present.

Section 2. The hearing shall be held open for at least one hour and if no one appears, the presiding officer shall close the hearing. The Chairman shall have the power to recess the hearing at any time and to close it when all relevant discussion has been heard.

ARTICLE X.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Operating Procedures and any special rules of order the Board may adopt.

ARTICLE XI.

Amendment of Operating Procedures

These Operating Procedures can be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing and included in the Notice of such meeting directed to the Members of the Board.

ARTICLE XII.

Assistance

The Department of Roads shall furnish the Board necessary office space, furniture, equipment, and supplies as well as necessary professional, technical, and clerical assistance in accordance with the 1969 Revised Statutes of Nebraska, Chapter 39, Article 21, Section 39-2107.

Adopted by unanimous vote Friday, March 15, 2013.



LeMoyne D. Schulz
Board of Public Roads
Classifications and Standards