

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION
BOARD OF DIRECTORS SPECIAL ELECTRONIC MEETING
February 6, 2024



Agenda

- I. Action Items
 - a. Discuss, Consider, and Take All Necessary Action on a Request from Omaha Bryan for a Waiver of Approved Ruling 3.11.1-3.11.13.

Respectfully submitted:

Jennifer Schwartz
Interim Executive Director

APPENDIX 2
NEBRASKA SCHOOL ACTIVITIES ASSOCIATION
MEETINGS POLICY

Board of Directors

1. **Meetings.** *The Board will hold regular and special meetings to conduct the business of the NSAA. Regular meetings generally will be scheduled monthly (except for July). Special meetings may be called by the Chair or at the request of at least two Board members.*
2. **Methods of Meeting.** *The Board generally will meet in person but may conduct meetings electronically when necessary or convenient for the Board members or affected individuals participating in the meeting, such as for a time-sensitive hearing or appeal.*
3. **Meeting Notices.** *Notice of meetings will be published on the NSAA website a reasonable time prior to the meeting. Notices will state the date, time, and location of the meeting.*
4. **Agendas.** *The Executive Director and Chair will prepare an agenda for meetings of the Board and will publish the agenda on the NSAA website a reasonable time prior to the meeting. The agenda will be updated on the website if items are added prior to the day of the meeting, unless extenuating circumstances or unavailability of NSAA staff do not permit an updated agenda to be posted. Agenda items of an emergency nature or items that require timely board action after the agenda is initially published may be added at the agenda if approved by the Chair or requested by any two Board members.*
5. **Open and Closed Sessions.** *The Board will take formal action in open session. The Board may enter closed session to discuss an agenda item upon affirmative vote of a majority of the members present. The Board may discuss multiple agenda items in a single closed session without opening and closing the meeting for each item.*
6. **Board Action.** *Formal action of the Board will be based on a motion, second, and roll call vote. Motions may be amended informally by the member making the motion, or as proposed by another member and accepted by the member making the initial motion. Motions may be rescinded by the member making the motion at any time prior to formal action. In addition to its Consent Agenda, the Board may act on multiple agenda items with one motion. The Board is not bound by formal rules or procedures other than those contained in this policy.*
7. **Minutes.** *The Board or a designee will keep minutes of each meeting consistent with the Constitution and Bylaws. The minutes will be posted on the NSAA website within a reasonable time after the minutes are finalized.*

8. **Public Attendance and Participation.** Meetings of the Board are open to member school representatives and the public. The Board may, but is not required, to change the location of its meeting to accommodate the number of attendees. The Board will make reasonable efforts to permit attendees to hear discussion and results of Board votes. The Board will make other reasonable accommodations as required by law.
 - a. **Member School Comments.** Member school representatives will be permitted to address the Board during its Member Comment section or at any other time at the request of the Chair. Member comments will be limited to 5 minutes per member school, but additional time may be given to a member school at the discretion of the Chair. Member school representatives may comment on any matter within the jurisdiction and authority of the Board.
 - b. **Public Comments.** Members of the public will be permitted to address the Board only during its Public Comment section, but public comment may not be permitted at all meetings. Public comments will be limited to 3 minutes per speaker and a maximum of 30 minutes for all speakers. If more than 10 members of the public wish to address the Board, the 30 total minutes designated for public comment will be shared evenly by all speakers. Public comments are limited to items on the agenda for that meeting or items addressed in the Constitution, Bylaws, and other rules adopted by the Board, subject to the following:
 - i. Unless permitted by the Chair, public comment will not be allowed on a topic if another means to bring the item before the Board is or was available, such as attempting to use public comment in lieu of requesting a hearing or appeal before the Board.
 - ii. Comments that are profane, slanderous, threatening, hostile, or inappropriate for the professional setting of Board meetings will not be permitted.
 - iii. Comments about or directed at any employee of the NSAA are not permitted. All such concerns should be presented in writing to the Executive Director.
 - iv. Repetitive comments by multiple members of the public or comments repeated from one meeting to the next are not permitted.
 - v. Members of the public who do not adhere to these rules or other directives of the Chair will be required to leave the meeting premises.

Legislative Bodies

1. The NSAA is a membership organization which utilizes certain member-based legislative bodies to self-govern. Those include 6 Member Districts, a Legislative Commission, and a Representative Assembly (Legislative Bodies). The following rules apply to the Legislative Bodies but not other formal or informal committees, task forces, advisory bodies, or other groups that may advise or assist in conducting the business of the NSAA.
2. Legislative Bodies may meet in person or electronically as determined by the chair or lead of any meeting of the Legislative Body.
3. Notice of meetings of the Legislative Bodies will be published on the NSAA website a reasonable time prior to the meeting. The notice will include the date, time, and location of the meeting.
4. The chair or lead of meetings of the Legislative Bodies will prepare an agenda for each meeting or ensure an agenda is prepared, which will be posted on the NSAA website a reasonable time prior to each meeting.
5. Each Legislative Body will keep minutes of its meetings, which will be posted on the NSAA website a reasonable time after the minutes are finalized.
6. Members of the public are permitted to attend meetings of the Legislative Bodies, unless the meeting or any portion of the meeting is closed by the Legislative Body.
7. Each Legislative Body may designate its method for conducting business at its meeting consistent with all NSAA Constitution, Bylaw, or other duly-enacted provisions. In the absence of any rules enacted by the Legislative Body generally or as applicable to a specific meeting, Legislative Bodies will use the same rules as the NSAA Board for taking formal action and discussing agenda items.
8. Meetings of Member Districts and the Legislative Commission may include an opportunity for public comment at the discretion of the chair or lead of each such meeting. Members of the public may not address the Representative Assembly.

APPENDIX 2 NEBRASKA SCHOOL ACTIVITIES ASSOCIATION INSPECTION OF RECORDS POLICY

Member schools and members of the public may request records from the NSAA consistent with this policy. For purposes of this policy, records includes only existing paper or electronic documents and not all information or data in the possession of the NSAA. Individuals may request copies

of meeting notices, agendas, and minutes; historical data that is disaggregated so as not to reveal confidential information; and other records that are not confidential records.

Confidential records includes, but is not limited to, those protected by law or NSAA rules; records relating to students, parents, employees, or board members of member schools or the NSAA; any employment-related records of current or past NSAA staff; internal communications of NSAA staff; drafts or incomplete records; communications to/from or between members of the Board of Directors, NSAA legislative bodies, committees, advisory groups, or other formal or informal working groups affiliated with the NSAA; records gathered or created as part of any eligibility determination, hearing, appeal, hardship waiver request, or individual or member school compliance determination, formal or informal; and any other records which in the opinion of the Executive Director should not be disclosed to best protect the NSAA and all of its operations, member schools, or participating students and their families.

Requested records will be processed in light of the following rules:

- 1. Requests will be fulfilled a reasonable time after they are received, considering the current staffing and operational needs of the NSAA. Priority will be given to requests made by member schools.*
- 2. The NSAA is under no obligation to create new records, to seek records from any other entity, or to answer questions contained in a request, unless required by law.*
- 3. Any requester seeking records already available to the public, such as on the NSAA website, will be directed to the location of such records and not provided additional copies.*
- 4. The NSAA may charge a fee, to be paid in advance by the requester, for any staff time (after the first 15 minutes), copying costs, or other costs to the NSAA of fulfilling the request. The fee will be communicated from the Executive Director or the Executive Director's designee to the requester. The fee must be paid prior to fulfilling the request. Any fee or portion of any fee may be waived by the Executive Director.*
- 5. At the discretion of the Executive Director, voluminous, repetitious, or bad faith requests may be denied. Repetitious or bad faith requests include those whose purpose is or appears to be interference with or frustration of NSAA operations.*
- 6. Records may be transmitted to the requester in whatever format is most efficient for the NSAA. The requester must communicate any accessibility needs as part of the request, which will be addressed as required by law.*