

Nebraska Tourism Commission Governance Principles

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I – Name and Office

Nebraska Tourism Commission
301 Centennial Mall South
PO Box 98907
Lincoln, NE 68509-8907

II – Mission Statement and Purpose

The mission of the Nebraska Tourism Commission is to expand Nebraska's dynamic and diverse travel industry making it more viable by creating awareness, attracting increased visitors which results in greater tourism revenue and economic gain throughout the state.

The purpose of the commission shall be to:

1. Administer the Nebraska Visitors Development Act;
2. Prepare and approve a budget;
3. Elect a chairperson and vice-chairperson;
4. Procure and evaluate data and information necessary for the proper administration of the act;
5. Appoint an executive director to conduct the day-to-day operations of the Commission;
6. Establish a means by which any interested person has the opportunity at least annually to offer his or her ideas and suggestions relative to the Commission's duties for the upcoming year;
7. Approve the budget request as presented by the Executive Director prior to submitting to the Governor and Legislature;
8. Keep minutes of its meetings and other books and records which clearly reflect all of the actions and transactions of the Commission and keep such records open to examination during normal business hours; and
9. Prohibit any funds appropriated to the Commission from being expended directly or indirectly to promote or oppose any candidate for public office or to influence state or federal legislation.
10. Develop a program to provide promotional services and technical assistance to local governments and industry members and to ensure the protection and development of Nebraska's attraction resources.
11. The Commission shall develop and maintain a statewide strategic plan to cultivate and promote tourism in Nebraska.
12. The Commission will monitor and represent the interests of the tourism industry while serving the citizens of Nebraska.

III - Membership

LB 1053 identifies nine (9) members and initial term limits as follows:

The terms of initial members of the Commission representing entities designated by subdivisions (b), (d), (f), and (h) of this section shall be two years, beginning July 1, 2012. The terms of initial members representing entities designated by subdivisions (a), (c), (e), (g), and (i) of this section shall be four years, beginning July 1st, 2012.

Each successive member shall be appointed by the Governor with the approval of a majority of the members of the Legislature for terms of four years and may be reappointed.

The commission shall consist of the following members:

1. One representative from the Game and Parks Commission;
2. One representative from the Nebraska Travel Association;
3. One representative from the Nebraska Hotel and Motel Association;
4. One representative from a tourism attraction that records at least two thousand out-of-state visitors per year;
5. One representative from the Nebraska Association of Convention and Visitors Bureaus;
6. One representative from the Western Nebraska Tourism Coalition;
7. One representative who resides in eastern Nebraska and is employed by a business that derives a majority of its revenue from out-of-state visitors;
8. One representative from the Central Nebraska Tourism Partnership; and
9. One representative of a business that derives a majority of its revenue from out-of-state visitors.

Commission members are encouraged to attend all scheduled Commission meetings which will be held at varying locations throughout the state of Nebraska.

IV – Meetings

Meetings are to be held at the call of the Chair or at least 2/3 of the full Commission.

Commissioner participation in meetings will either be in person, conference call or teleconference.

A quorum for carrying on official business shall be at least 2/3 of the full Commission. Commissioners must commit to meeting attendance at least 72 hours prior to the meeting

In accordance with the Open Meeting Law, public notice of the Nebraska Tourism Commission meetings shall be publicly posted ten business (10) days prior to the meeting date.

A period of public comment shall be allowed annually.

Unless otherwise decided by a 2/3 majority vote, Roberts Rules of Order shall be the guide for conducting Commission Meetings.

V – Records

Records of the Commission shall be kept and maintained at the Nebraska Tourism Commission office and will include at least the following:

1. A current list of Commissioners and their contact information and office held within the Commission
2. Minutes of Commission meetings to include actions taken by the Commission
3. Reports prepared by or for the Commission
4. Financial Records

VI – Officers, Committees and Staff

Officers: There shall be at least three (3) officers, a chairperson, a vice-chairperson, and a treasurer, which will comprise the Commission's Executive Committee; to be elected by a 2/3 majority of the Commission, each to serve a one-year term. Officers are allowed to serve consecutive terms.

Committees, not to exceed the majority of the full Commission, may be appointed by the Chairman.

Staff: The Tourism Commission shall appoint an executive director to conduct the day-to-day operations of the commission and employ personnel and contract for services which are necessary for the proper operation of the commission. The Executive Director shall serve at the discretion of the Commission. Staff supervision shall be the responsibility of the Executive Director.

VII – Budget/Expenditures

The Executive Director, working with the Treasurer, shall prepare and submit a bi-annual budget for review and approval by the Commission with a 2/3 majority vote, and submitted as required by the state. Funding sources along with anticipated expenditures and marketing plans will be included in the budget request.

Salary for the Executive Director shall be determined by the Commission in accordance with state personnel and budget policies.

Reimbursement for expenses by Commission members and the Executive Director shall be in accordance with state statutes.

VIII – Annual Report

On or before December 31st of each year, The Executive Director shall submit an annual report to the Commission which includes a summary of the Commission' activities recommendations for future actions (Strategic Plan) and a summary of the resources used and funds disbursed during the previous year.

IX – Amendments

These Governance Principles may be amended by a 2/3 vote of the full Commission at any meeting, following the announcement of these proposed Governing Principle changes and upcoming vote no less than one Commission meeting prior to the vote.

These Nebraska Tourism Commission Governance Principles were adopted at a regular meeting on March 27, 2013.