

NEBRASKA STATE HISTORICAL RECORDS
ADVISORY BOARD

By-laws

Article I. NAME AND MISSION STATEMENT

The name of this organization is the Nebraska State Historical Records Advisory Board, also known as SHRAB.

The Nebraska State Historical Records Advisory Board provides leadership in encouraging, promoting, and assisting the advancement of programs to preserve and make accessible historical records in Nebraska. As the central advisory body for historical records planning, the Board's role is to investigate and report on the conditions and needs of historical records in Nebraska; to determine state priorities for historical records projects based upon National Historical Publications and Records Commission (NHPRC) guidelines and records conditions and needs; to solicit, foster, and develop proposals for NHPRC projects to be carried out within the state; and to review grant proposals submitted by Nebraska institutions and make recommendations to NHPRC based upon their merit.

Article II. ORGANIZING AUTHORITY

SHRAB is a state board, appointed by the Governor, under the authority of federal statutes and regulations governing the National Historical Publications and Records Commission (NHPRC) program the National Archives and Records Administration (NARA), 44 U.S.C. 2501; 36 C.F.R. 1206.

Article III. MEMBERSHIP

SHRAB consists of at least 10 members, including the Director, State Archivist or Government Records Archivist of the Nebraska State Historical Society (NSHS), and the Deputy Secretary of the State Records Management Division, Secretary of State (SOS), who are permanent members of the Board. A representative is also selected by the President of the Nebraska Association of County Officials (NACO) to serve on the board with full voting privileges. The other members of the Board are appointed by the Governor. The board requires a minimum of 2 representatives from each congressional district. Appointed members will serve staggered three year terms with a limit of two consecutive terms. NHPRC regulations require that a majority of members must have experience in the administration of government records, historical records, or archives and that membership is broadly representative of the public and private archives, records offices, and research institutions and organizations in the state. Members or elected officials continue to serve until they are replaced, reappointed, or term has expired.

The members of the Board shall serve without compensation, but may be reimbursed for travel and actual expenses from funds appropriated for this purpose.

Article IV. STATE COORDINATOR

The State Coordinator shall represent SHRAB in state and national forums. Any member of the board may convene meetings. The Coordinator is a permanent member of SHRAB; the State Coordinator's employing agency, the Nebraska State Historical Society (NSHS), shall serve as the fiscal agent for SHRAB.

The Coordinator's responsibilities shall include, but are not limited to, coordinating, monitoring, and reporting, on projects and activities undertaken by the Board; gathering and assembling information for the Board on other projects, programs, and activities relating to historical records; serving as liaison with the National Historical Publications and Records Commission, making available information on the Commission's grant program, and preparing Board recommendations on applications to the Commission from within Nebraska; Serving as the Board's liaison to State and local government agencies and officials on matters relating to historical records programs; and, where appropriate, serving as project director for projects administered directly by the Board.

Article V. DEFINITION AND PRIORITIES

The term "record" as used in these by-laws means material regarding having permanent or enduring value regardless of physical form or characteristics. Records, from both the public and private sectors, include but are not limited to manuscripts, personal and family papers, government records, and organizational and corporate archives that are maintained by a variety of repositories, as well as other original documentary materials such as photographs, motion pictures, architectural records, and electronic records.

The Board shall undertake and sustain statewide strategic planning, will maintain a statement of statewide historical records priorities, and will periodically study and assess the condition of historical records, indicating the state's most important needs. The Board shall maintain a separate statement of its priorities as these relate to applications from Nebraska for grants from the NHPRC. At least every ten years the board will undertake a major planning study to evaluate the state's record of preserving, and providing access to, the state's documentary heritage.

Article VI. RECOMMENDATIONS ON GRANT APPLICATIONS
SHRAB shall follow procedures established by the NHPRC for grant application review.

Article VII. CONFLICT OF INTEREST

SHRAB members who are staff at an applicant institution or who are otherwise formally involved with a proposed project shall not prepare an individual evaluation or summary of the project grant application. For purposes of this policy, format involvement includes anyone in an administrative or policy-making position, such as a member of a board of directors or an administrative officer of an applicant institution. Board members shall declare any conflict of interest publicly at the Board meeting at which the grant application is considered and shall excuse themselves from that meeting while the Board discusses the merits of the proposal. In those instances when the State Coordinator is involved with a proposed project, the Coordinator shall assign responsibility for collection of individual evaluations and preparation of the summary statement over to another member of the Board. In the event that seven or more SHRAB members are affected by this policy as applied to any grant application, the State

Coordinator shall appoint a review committee consisting of at least seven persons to evaluate the proposal. The review committee shall include those Board members unaffected by this policy and other individuals chosen by these unaffected Board members.

Article VIII. MEETINGS AND RECORDS

SHRAB shall meet as designated to review grant applications and conduct other business. Other meetings may be called at the initiation of the State Coordinator or by one-third of the Board's members. Meetings may be held through tele-conferencing. All meetings shall be subject to provisions of Nebraska's open meeting laws. Formal actions taken during a meeting require approval by a majority of those present. formal action also may be taken by mail including fax and electronic mail. Two-thirds approval, however, is required for mail ballots.

SHRAB records shall be maintained by the State Coordinator and are subject to provisions of Nebraska's public records laws. A summary report shall be prepared and distributed to all members after each meeting of the Board or of a Committee, Task Force, or Working Group of the Board.

Article IX. QUORUM

Seven members of the SHRAB shall constitute a quorum for the purposes of meeting and conducting business.

Article X. COMMITTEES

The State Coordinator shall appoint such committees as are necessary to affect the purposes and program scope of SHRAB. Committees, task forces, and working groups, may, with the approval of the Board, include persons who are not members of the Board itself.

Article XI. ANNUAL REPORT

An annual report to the Governor shall be issued which includes a review of the activities of the Board, its statewide priorities, and the Board's recommendations for action during the next year.

XII. RULES OF ORDER

Robert's Rules of Order, latest edition, shall serve as Parliamentary authority for SHRAB, subject to Nebraska statutes and regulations.

XIII. AMENDMENTS TO BY-LAWS

Proposed amendments to these By-laws must be sent to all SHRAB members at least thirty (30) in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting's agenda. Passage of an amendment shall require a two-thirds vote of SHRAB members present and voting.

Adopted by the Board, April 12, 2011