

ADOPTED
January 22, 2008

BYLAWS
FutureForce Nebraska

These bylaws shall govern the management and operation of FutureForce Nebraska, a coalition of government, business, and education which seeks to develop targeted career pathways, improve academic achievement for all students, and develop tools and systems that support a well educated, highly skilled workforce for the State of Nebraska.

Article I
Section 1. Purpose

The purpose of FutureForce Nebraska is to establish a statewide structure to facilitate and promote the development of tools, systems, and programs that prepare students and adults for rewarding careers in growing Nebraska industries.

Section 2. Functions

The functions of FutureForce Nebraska are to:

- (1) Provide a structure for communication and collaboration among and between government, business, and education to promote job opportunities in Nebraska.
- (2) Act as a catalyst for coordination and collaboration to give momentum to economic development efforts in Nebraska.
- (3) Foster the development of career pathways in industries targeted for growth to fill gaps in projected labor market needs.
- (4) Encourage the close cooperation of industry with state government, public and private schools and postsecondary institutions to carry out the purpose of FutureForce Nebraska.
- (5) Research the labor market projected demands of targeted industries and the capacity of Nebraska's schools, postsecondary education institutions and training organizations to fill such demands.

Article II

Section 1. FutureForce Nebraska Structure and Membership

A. Executive Board

The Board shall develop and oversee implementation of the mission, strategies, and activities of FutureForce Nebraska. The Board will establish the annual budget and approve the annual goals for the Director. The Executive Board may have up to sixteen members and must include a minimum of four representatives from private business and industry and one representative from each of the other groups listed below:

- o Private Business and Industry leaders - 4
- o Nebraska Workforce Investment Board
- o Nebraska Department of Economic Development

- Nebraska Department of Labor
- Nebraska Department of Education
- Coordinating Commission for Postsecondary Education
- Nebraska Community Colleges
- University of Nebraska
- State Colleges
- Independent Colleges and Universities/Private Career Schools
- P-16
- Nebraska Chamber of Commerce

NOTE: There are 2 additional board members that can be added. These may be representatives from other organizations with related interests to FutureForce Nebraska or additional business and industry leaders.

- 1) Executive Board Member Selection: Executive Board members are appointed by a majority vote of individuals currently holding existing Executive Board positions.
- 2) Terms: Executive Board Members shall serve a term of two years. At the end their term, individuals may be invited to continue a consecutive term subject to majority approval of current Executive Board members.
- 3) All members of the Executive Board shall be volunteers from the respective organizations represented.

B. Standing Committees:

Committees shall include but not be limited to Talent Pipeline/Career Pathways Coordination, Think! Nebraska Scholars Program, Nebraska Career Connections and Partnerships for Innovation. Standing committees may be added, changed or discontinued with the approval of the Executive Board. Committee members shall be appointed by the Executive board and serve a one year term. The Executive Board reserves the right to extend or limit terms of individual committee members based on a majority vote of the Executive Board.

1. Talent Pipeline Steering Committee: Membership on this committee shall include two representatives from each industry career pathway committee. The main function of this committee shall be to assist Industry Career Pathway committees in recruiting members that will develop exploration and awareness activities and courses of study for specific career pathways (eg. K-12 teachers and postsecondary faculty for planning course of study in targeted industry). Steering committee will coordinate with Executive Director and report to the Executive Board.
 - a. Industry Career Pathway Committees: Career pathway committees are related to economic targets within Nebraska. Functions of these committees include but are not limited to the promotion of career awareness, curriculum alignment, and seamless pathway development of in priority areas of economic development in Nebraska. See attached addendum for structure, membership and specific functions

2. Think! Nebraska Scholars Steering Committee: Membership on this committee shall include representatives from participating schools, business and industry. The main function of this committee shall be to provide oversight, direction and leadership necessary for successful implementation and continuance of the Think! Nebraska Scholars program. This committee shall coordinate with the Executive Director and report to the Executive Board. Suggested committee size of 6-8 members.
3. Nebraska Career Connections Steering Committee: Membership on this committee shall include representatives from business and industry, department of labor, and education (pre-K-16). The main function of this committee shall be to provide oversight, direction and leadership necessary for the successful implementation and continuance of the Nebraska Career Connections online career, education and employment planning resources. This committee shall coordinate with the Executive Director and report to the Executive Board. Suggested committee size of 6-8 members.
4. Partnerships for Innovation (PFI): Membership on this committee shall include representatives from educational institutions who have received Carl D. Perkins Career and Technical Education Funds including one representative from each of the six Nebraska Community Colleges and six representatives from secondary schools or consortia. The committee shall be referred to as the Leadership Council and will set the annual budget, identify funding priorities, evaluation criteria and track progress. Special Task Forces will be appointed by the Leadership Council to work on specific priorities of the PFI. These may include: Data and Accountability, Secondary/Postsecondary Transition, Professional Development, etc. Membership on these task forces will be provided by secondary and postsecondary Perkins eligible recipients and partners. The Leadership Council will coordinate with FutureForce Executive director and report to the FutureForce Executive Board.
5. Budget & Finance Committee: The FutureForce Fund Advisory Committee, as part of the affiliation agreement with the Nebraska Community Foundation, will serve as the budget and finance committee. Members of the FutureForce Fund Advisory Committee include the FutureForce Nebraska Board Chairman, Vice-Chairman and Executive Director.

Article III

FutureForce Nebraska Officers

Section 1. Elections

The members of the FutureForce Executive Board shall annually elect a chairperson, vice-chairperson and treasurer from among their members. The chair, vice-chair and treasurer positions shall rotate between entities represented on the Executive Board.

- A. **Chairperson:** The chairperson shall serve one term. A term shall be defined as a period of one year. At the end of the chairperson's term, the current vice-chairperson will automatically assume the duties of the Chairperson for one term.

- C. **Vice-Chairperson:** The members of the FutureForce Executive Board shall annually elect a vice-chairperson. After serving one term as the vice-chairperson, the vice-chairperson will then advance to the position of chairperson for a period of one term.
- B. **Secretary:** The position of Secretary shall be filled by a FutureForce staff member subject to Executive Board approval. (Note: Executive Director shall not serve as the FutureForce Secretary.) In the absence of a FutureForce staff member to assume these duties, the Executive Board may appoint a current Executive Board member to the position.
- D. **Treasurer:** The members of the FutureForce Executive Board shall annually elect a treasurer.

The terms of office shall be July 1 of one year to June 30 of the following year.

Section 2. Duties

The officers shall perform all duties of their respective offices as provided by these bylaws. Such duties shall include, but are not limited to, the following:

A. Chairperson

The Chairperson shall call and preside at all meetings of the FutureForce Executive Board and shall work with Executive Director in preparing agendas for such meetings; shall make appointments to all committees of FutureForce, subject to ratification by the Executive Board and shall act on behalf of FutureForce Nebraska during the interim between FutureForce Executive Board meetings.

B. Vice-Chairperson

The Vice-Chairperson shall, in the absence or at the direction of the Chairperson, perform any or all of the duties of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall serve as acting Chairperson until a new Chairperson is elected by the FutureForce Executive Board.

C. Secretary

Duties of the secretary will include recording minutes and disseminating minutes of Executive Board meetings and completing correspondence deemed necessary by Executive Board. The secretary will work closely with the Executive Director in regards to dissemination and correspondence.

D. Treasurer

The treasurer shall serve provide financial reports at regular Executive Board meetings.

The treasurer will work closely with the Executive Director and the Nebraska

Community Foundation to obtain financial information on behalf of the Executive Board. The Treasurer shall also serve as a member of the Nebraska Community Foundation FutureForce Fund Advisory Committee.

Article IV FutureForce Personnel

Section 1. FutureForce Staff and Offices

A. Executive Director: The Executive Director shall function as the Chief Executive Officer of FutureForce Nebraska reporting to the Executive Board. Responsibilities include implementation of policies, annual goals and objectives, and financial, program and administrative management of FutureForce Nebraska. The Executive Director shall be responsible for leadership and supervision of assigned FutureForce staff and shall act as a liaison with other organizations beneficial to the work of FutureForce Nebraska. The Executive Board will provide guidance, direction and assistance to the Executive Director.

1. **Executive Director Evaluation:** A performance evaluation of the Executive Director shall be conducted a minimum of once per year. The Executive Board Chairman and Vice-Chairman, along with two volunteers from the Executive Board shall conduct the performance evaluation and submit a report to the Executive Board of Directors at the Executive Board meeting immediately following completion of the performance evaluation.

B. Other Staff: Other staff may be added to FutureForce Nebraska as deemed necessary by the Executive Board.

1. **Staff Evaluation:** A performance evaluation of the staff shall be conducted a minimum of once per year. The Executive Director will conduct staff evaluations and submit a report to the Executive Board of Directors at a regular Executive Board meeting.

Section 2. Duties of Staff

The duties of staff shall coincide with the position description as defined by the FutureForce Nebraska Executive Board.

Article V Meetings of FutureForce Nebraska

Section 1. Meetings

A. Executive Board: The FutureForce Nebraska Executive Board shall hold at least four regular meetings annually via live or electronic means. One of the Executive Board meetings shall include input from state policy leaders, including representatives of the Governor's office, the Legislature, business and industry, the Nebraska Congressional

delegation, Executive Branch Directors, labor organizations, schools and postsecondary education. Meeting dates and times will be decided by the Chairman of the Board and Executive Director.

B. Standing Committees: Standing Committees shall meet as needed. The Chairperson of each of the following Standing Committees will be an ex officio, voting member of the Executive Board – Talent Pipeline, Think! Nebraska, Nebraska Career Connections and PFI Steering Committees. Chairpersons will attend Executive Board meetings to report on status of committee work. Committee dates and times will be set by the Committee Chair and will be coordinated with the Executive Director and the Chairperson of the Executive Board.

C. Special Committees: Special committees may be formed at the discretion of the Executive Board or the Standing Committees as a means of addressing specific issues. Special committees will be appointed for a limited time based on need as identified by Executive Board or Standing Committees. Members of special committees will be responsible to reporting to the Executive Board and Executive Director upon request.

Section 2. Quorum

A majority of the members shall constitute a quorum at all meetings of the Executive Board and State Standing Committees. This includes meetings conducted by telephone or other electronic means of conducting a meeting.

Section 3. Voting

FutureForce action on any item shall require a majority vote of those present at the meetings in which there is a quorum. This includes meetings conducted by telephone or other electronic means of conducting a meeting.

A. Electronic Voting:

The motion to be voted on shall be distributed by the officer calling the vote. The motion shall contain, at a minimum, the name of the parties proposing and seconding the motion, the starting and ending date of the vote, and the list of eligible voters for the vote. The starting date shall be the date that the vote is called and the ending date shall be 10 calendar days after the starting date. The eligible voting body will consist of all current working group members and officers. Eligible voters shall submit votes to the current Chair and Secretary via e-mail or other electronic means approved by the Executive Board. An eligible voter may submit a vote to the current Secretary and Chair by telephone or by traditional mail if unable to vote via e-mail or other accepted electronic means. Both the Secretary and the Chair must verify such a vote in order for it to be counted.

Approval of a motion through electronic vote requires the same minimum ratio of yes to no votes as at physical meetings. If the required numbers of votes to assure the result of

the vote have been received, the Chair or officer calling the vote may announce the result before the close of the vote. If a result is announced early, the vote will still remain open until the end date of the vote or until all eligible voters have voted, whichever comes first. When the vote is closed, the final tally of votes shall be recorded and announced by the party calling the vote; however specific votes by individual members shall not be included. Results of all electronic votes between physical meetings are recorded in the meeting minutes for the next meeting.

If electronic vote is authorized, then the chairman or a designee of the chairman shall retain copies and records of all electronic ballots for a period of one year.

Section 4. Procedures

Matters of Parliamentary procedure not covered by these Bylaws shall be governed by Robert's Rules of Order, most recent edition.

Article VI Committees

The Executive Board and Standing Committees may establish support committees, both standing and special committees, as needed to accomplish the purposes of FutureForce Nebraska.

Article VII Finances

Section 1. Fiscal Year

The FutureForce Nebraska fiscal year shall begin on July 1 of one year and end on June 30 of the following year.

Section 2. FutureForce Member Expenses

Members of the Executive Board, the State Standing Committees, and individuals serving on a FutureForce projects, shall receive no compensation, but may be provided expenses, as consistent with procedures applicable to state agencies and approved by a majority of the Executive Board, as funds are available.

Section 3. Funding

FutureForce Nebraska qualifies as a 501(c) (3) as established per contract with the Nebraska Community Foundation and may apply, receive and manage grant funds and donations. For a more detailed description of the affiliation agreement with the Nebraska Community Foundation please refer to Attachment A to these bylaws. The FutureForce Nebraska Executive board retains the right to maintain or terminate this affiliation agreement with the Nebraska Community Foundation.

As a cooperative of existing entities, it is the policy of FutureForce Nebraska not to request specific state general fund appropriations. State agencies which participate in FutureForce Nebraska may utilize budget authority as authorized by Governor and Legislature.

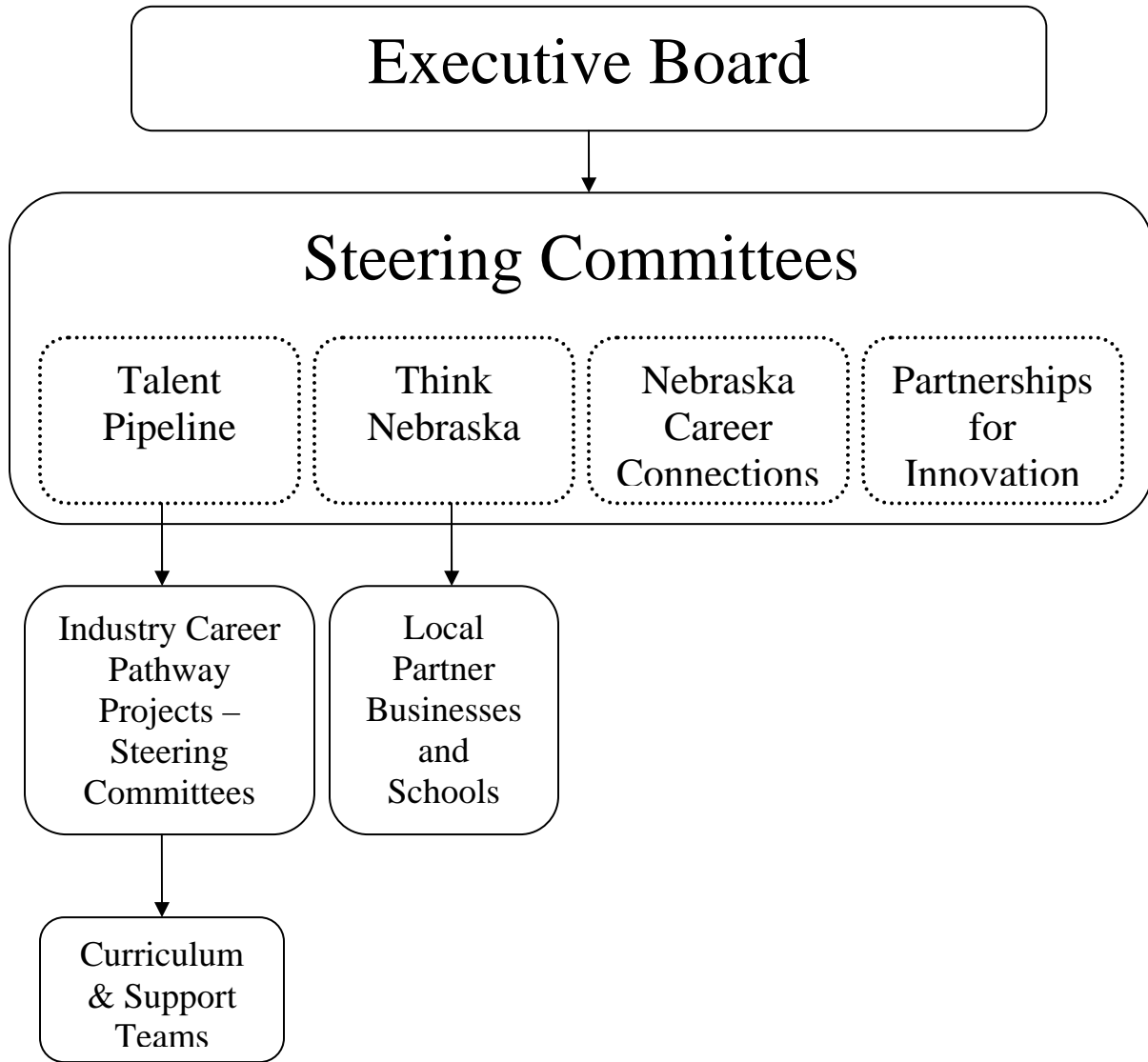
Article VIII
Adoption and Amendment of Bylaws

Any bylaw may be adopted, amended or repealed by a vote of the FutureForce Nebraska Executive Board provided that written notice of the full text of the proposed action is provided to all FutureForce Nebraska Executive Board members prior to the meeting at which the action is to be considered. A two-thirds majority of Executive Board members shall be required for such action. Electronic means of voting can apply to adoption and amendment of bylaws (Refer to Article 5, Section 3 A for electronic voting procedure.)

Article VIV
The effective date of these bylaws shall be _____.

_____	_____	_____	_____
Richard Katt	Date	Randy Vlasin	Date
FutureForce Nebraska		Executive Director	
Executive Board Chairman		FutureForce Nebraska	

FutureForce Nebraska Organizational Structure



Industry Career Pathways

- 1. Regional/Local Steering Committee**
- 2. Curriculum and Support Team**

1. Regional/Local Steering Committee

Function and Role

- Determine the workforce need for a career pathway in industries important to regional and local economies.
- Generate support for a regional/local career pathways project.
- Promote employer and school/college involvement in regional/local FutureForce projects.
- Direct and administer regional/local FutureForce projects
- Develop and implement action plans for regional/local FutureForce projects
- Solicit membership for curriculum and support team for the projects
- Solicit support for regional/local projects (in-kind services, use of current funding streams, grants, etc.)
- Monitor and provide feedback to Curriculum and Support teams.
- Assist in marketing and promoting the work and products of curriculum and support teams with employers and the public.
- Assist Talent Pipeline committee in developing needed resources for projects and dissemination of project.

Membership

- Regional/local business and industry leaders
- K-12 officials (superintendents, principals, counselors, CTE and Tech prep coordinators)
- Postsecondary officials (academic and vocational administrators, continuing education and extension administrators, and program/department/college directors and deans, and ESL and GED administrators)
- Regional/local economic development officials (Department of Economic Development)
- Health and Human Services regional/local officials (Employment First)
- Department of Labor (One Stop Offices)

3. Curriculum and Support Teams

Function and Role

- Bring practitioners experience and skills to bear on task force activities and projects
- Develop exploration plans and activities for elementary and middle school students and parents
- Develop courses of study for high school and postsecondary students
- Develop plans and outreach strategies to assist working adults to prepare for careers in targeted industries.

Membership

(will vary based on task assigned to group)

- K-12 teachers
- College faculty

- School administrators
- Departmental administrators and deans of postsecondary institutions
- School and college counselors
- Department of Education – curriculum consultants
- Local industry representative, as appropriate to career pathway
- Tech prep program representative, as appropriate to career pathway
- Consultant
- Commission academic staff
- Communications and public relations staff – Commission, State Agencies, Associations, and postsecondary institutions, as appropriate to career pathway.