

RULE NO. 1 -- General

001. Office and Communications.

The Office of the Director of the Abstracters Board of Examiners shall, in all respects, be deemed to be the Office of the Board. All correspondence and filings shall be addressed or delivered to the Abstracters Board of Examiners at its official office in Lincoln, Nebraska.

Source: Section 76-541

002. Director.

The Director, who shall be employed by the Board, shall keep a record of all proceedings, transactions, communications and official acts of the Board. The Director shall be accountable and responsible directly to the Board and shall be custodian of all records, and perform such other duties as the Board may require. Office hours, for the purpose of filing papers, examining public records or transacting any business with the Board or its staff, shall be determined by the Director. When filing or doing any act is required before a certain date, which falls on any Saturday, Sunday or legal holiday, the time for completing said filing or act shall be extended to the next succeeding working day.

Source: Section 76-541

003. Public/Confidential Records.

All records of the Board are public records except files for individual applicants, investigative files, litigation files and test papers. Files for individual applicants, investigative files and litigation files are considered confidential and shall not be open to any persons except members of the Board, the Director of the Board and staff of the Director or Board. Test papers are considered confidential and shall not be open to any persons except Members of the Board, the Director of the Board, the Staff of the Board or the Staff of the Director. Any Applicant may be given one opportunity to review his or her test papers in the company of the Director or a Member of the Board. Any review by an Applicant shall be scheduled at the discretion of the Director and/or the Board and in no case shall occur later than three (3) months after the examination date. All public records of the Board shall be open for inspection at any time during the office hours determined by the Director.

Source: Section 76-541 and 76-542

004. Business of the Board.

Except for hearings on the revocation of certificates issued by the Board, the business of the Board may be conducted while in session as a body, or by correspondence. Any such correspondence shall be directed to the Director to be incorporated into the records of the Board.

Source: Section 76-541

005. Meetings.

Dates and Times of the meetings of the Board shall be determined by the Board. Meetings may be continued from time to time as required by the business before the Board, upon a vote of a majority of the members.

Source: Section 76-541

006. Majority.

The action of the majority of the Members of the Board shall be deemed the action of the Board.

Source: Section 76-541

007. Quorum.

A quorum consisting of a simple majority of the members of the Board will be An official board meeting.

Source: Section 76-541

008. Roberts Rules of Order.

All meetings of the Board, unless otherwise stated in the Rules or Statutes shall be conducted in accordance with Roberts Rules of Order.

Source: Section 76-541