

CHAPTER 11

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

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2-11-1: COMMITTEE NAME

There is established in Cassia County an "Information Technology Advisory Committee," hereinafter referred to as the "IT Committee" or "Committee".

2-11-2: AUTHORIZATION

The IT Committee has been approved, sanctioned, and authorized by the Cassia County Board of County Commissioners, hereinafter referred to as "Board." Members of the IT Committee shall hold office at the pleasure of the Board.

2-11-3: PURPOSE AND DUTIES

Purpose: The purpose of the IT Committee is to provide input and recommendations to the Board regarding Information Technology functions, operations, management, procurement, safety, and maintenance of infrastructure equipment, hardware, software, and security related to Cassia County, Idaho government.

Duties: The duties of the IT Committee are to:

- A. Advise the Board on County information system infrastructure issues;
- B. Advise the Board on major purchases of computer server and related needs assessment and purchases;
- C. Plan for upgrading, updating, and procurement of county-wide information system systems software, and hardware;
- D. Monitor county-wide information systems and recommend changes, amendments, and needs as required;

- E. Review, research, and recommend proposed actions on other issues affecting information technology systems and infrastructure as requested by the Board;
- F. Provide oversight and give direction to any information system employees of the County, sub-contractors, or vendors providing related services to the county;
- G. Advise the Board of any and all recommended purchases or expenditures for the Board's final decision in each matter.

2-11-4: MEMBERS

- A. The IT Committee shall consist of five (5) voting members and one (1) non-voting member.
- B. Members of the IT Committee shall hold office at the pleasure of the Board and shall serve without any monetary compensation or financial benefit to themselves either through the county or by virtue of any business relationship or association. If an appointed member of the Committee is an employee of Cassia County, they will receive their usual wage or salary as an employee, otherwise they will serve on this committee with no additional wage or salary in an advisory capacity on this committee.
- C. If a member of the IT Committee represents a Cassia County department or office, the member shall be a full-time employee of Cassia County that is deemed by the Board to be in good standing. "Good standing" shall be determined by regular attendance at meetings, participation in good faith on the IT Committee, and by the member's conducting them self in accordance with Cassia County's Personnel Policy Manual and their department policy. Members determined by the Board to not be in good standing shall be removed from the IT Committee. The Board may remove any member of the IT Committee without cause, and at any time.
- D. Appointments to serve as a member of the IT Committee shall be made by the Board. One of those appointed seats on the IT Committee shall be a representative of the Cassia County Auditor's Office, with main purpose of that appointee being to advise the Committee and the Board regarding financial matters related to the business of the IT Committee and in regard to IT functions.
- E. Members of the IT Committee shall be appointed to serve for a term of four (4) years. To provide continuity of committee functions, 50% of the originally appointed IT Committee members' terms shall expire after two (2) years. Those initial two (2) year terms shall be drawn by lot. Following expiration of an appointed IT Committee member's term, that member may be considered for reappointment at the Board's discretion.

- F. The IT Committee shall consist of qualified members who are familiar with and who understand concepts of IT-related matters. No more than two (2) members at any given time shall be under the direct supervision of the same department head or elected official. No more than two (2) private sector or public sector members outside of employment of Cassia County shall serve at any given time.
- G. A member of the IT Committee may resign at any time by submitting a written letter of resignation to the Board.

2-11-5: MEETING FACILITATOR

- A. The Board hereby appoints the Assistant to the Board of County Commissioners to conduct and facilitate the meetings of the IT Committee. It shall be the duty of that Facilitator-member to regularly attend IT Committee meetings as a non-voting member.
- B. The facilitator shall report to the Board, on the record in a scheduled and noticed meeting of Board, all findings and recommendations as approved by the IT Committee.
- C. If the facilitator-member cannot be present at any meeting of the IT Advisory Committee, another Committee member shall be appointed in the facilitator's stead to be present, to conduct and facilitate the meeting, and then to report back to the Board.

2-11-6: MEETINGS

- A. The regular meeting of the IT Committee shall be held at the County Commission Chambers or such other suitable place as may be determined and at a time determined by the IT Committee facilitator. An annual meeting shall be held once a year as determined by the Committee, then thereafter as needed or as required throughout the year to conduct the business and fulfill the duties of the IT Committee.
- B. A meeting may be called by the facilitator or by the majority of the IT Committee and the purpose of the meeting must be stated in the call for that meeting. Notice of all meetings and publishing of the agenda for all meetings shall comply with Idaho Code, Title 74, Chapter 2, the Idaho Open Meeting Law, or any successor law.
- C. All actions, recommendations, and decisions of the IT Committee must be by simple majority vote of participating members when a quorum of the IT Committee is constituted in a lawful meeting.
- D. All members present, including the meeting facilitator, at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.

- E. Presence of a quorum member may be obtained telephonically if done in accordance with state law.
- F. Once a quorum is determined to exist, it shall remain so, until the number of committee members present at the meeting shall fall below three (3). When a quorum ceases to be present at the meeting, then the Facilitator shall close the meeting, and no further action shall be taken until a quorum is re-constituted.
- G. Each regularly appointed Committee member shall be entitled to one (1) vote on any matter that may come before the IT Committee. The vote of the majority of the Committee members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The facilitator may enter into the discussion of items before the IT Committee but is a non-voting member for any items of business that come before the IT Committee for approval by vote. Any member participating in deliberations shall disclose conflicts of interest on matters before the Committee before deliberations begin.
- H. Rules of conduct shall include that each IT Committee member shall be entitled to speak and to be heard. All members shall conduct themselves in an ethical and courteous manner. Opportunity for all reasonable viewpoints that are relevant to the business of the IT Committee may be expressed.

2-11-7: I.T. ADMINISTRATOR

- A. The Board will appoint and provide direct supervision and oversight of the I.T. Administrator.
- B. The Committee will assist the Board in determining the job description for the I.T. Administrator, which job description shall be approved by the Board before becoming effective.
- C. The I.T. Administrator may meet with the Committee, and participate in discussions of the Committee, but shall not be a voting member on any Committee business.
- D. The I.T. Administrator shall not be counted for purposes of establishing a quorum for Committee meeting purposes.