

KITTITAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
AGENDA STAFF REPORT

AGENDA DATE: February 7, 2017

ACTION REQUESTED: Adopt a Resolution Updating the Kittitas County Information Technology Committee Bylaws

BACKGROUND: According to previous bylaw documents, the bylaws of the Information Technology Committee (ITC) were adopted March 5, 2001 and amended March 12, 2013. The ITC met December 13, 2016 and approved modifications to the bylaws to add the Sheriff as a committee member, and to allow members to send a designee to meetings to speak and vote on their behalf. The committee recommends the board adopt the bylaws as amended.

INTERACTION: IT Committee

RECOMMENDATION: Adopt the resolution updating the ITC bylaws

HANDLING: No handling necessary

ATTACHMENTS: Resolution

LEAD STAFF: Jim Goeben, IT Director

BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON

RESOLUTION

NO.: 2017-_____

TO ADOPT REVISIONS TO THE INFORMATION TECHNOLOGY COMMITTEE BYLAWS

- WHEREAS, The Board of Commissioners of Kittitas County established the Information Technology Committee and its bylaws; and
- WHEREAS, The Board has the authority to establish and alter the Information Technology Committee bylaws by resolution; and
- WHEREAS, The Information Technology Committee has reviewed and drafted revisions to its bylaws; and
- WHEREAS, The Kittitas County Board of Commissioners concurs with the bylaws as revised, and desires to have the revised bylaws implemented and used in the performance of the committee;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Kittitas County, Washington authorizes the adoption of the Kittitas County Information Technology Committees Bylaws attached hereto and incorporated herein by this reference.

ADOPTED this _____ day of _____.

BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Paul Jewell, Chairman

Laura Osiadacz, Vice-Chairman

Attest:

- _____
 Clerk of the Board, Julie Kjorsvik
 Deputy Clerk of the Board, Mandy Buchholz

Obie O'Brien, Commissioner

Bylaws of the Kittitas County Information Technology Committee

Adopted March 5, 2001

Amended ~~March 12, 2013~~ February 7, 2017

The Information Technology Committee is an advisory committee to the Board of County Commissioners.

1 Purpose

The Information Technology (IT) Committee serves the Board of County Commissioners by providing the following functions:

- 1) Review and recommendations for the countywide Information Technology policy, including the county's internet presence
- 2) Input on strategic, long-range planning for county Information Technology
- 3) Information Technology budget recommendations
- 4) Review and approve non-scheduled, non-budgeted Information Technology projects for consistency with the long-range plan
- 5) Organize sub-committees as necessary

2 Membership

The IT Committee shall consist of ~~a representative from~~ the following positions or their designee:

- Information Technology ~~representative~~ Director (technical), Chairperson
- Auditor's ~~Office representative~~ (financial/contracts)
- Prosecuting Attorney's ~~Office representative~~ (legal)
- Commissioner
- 2 Department Heads (at-large ~~representative~~)
- 2 Elected Officials (at-large ~~representative~~)
- Human Resource Director (risk manager)
- Sheriff (law enforcement technology)

Should a vacancy occur a new member shall be elected and take office at the next regular meeting of the Committee.

3 Duties of the Chairperson

The Chairperson shall preside at all meetings.

The Chairperson shall have the authority to call a special meeting.

The Chairperson shall make reports and or recommendations to the Management Team and/or Board of County Commissioners. It shall be at the discretion of the Chairperson to have other members, or

outside sources, make recommendations and/or reports to the Management Team and/or Board of County Commissioners.

4 Meetings

The IT Committee shall hold one regular meeting per month, during working hours, and may schedule additional special meetings as determined necessary by the committee chairperson or Board of County Commissioners. The IT Committee shall determine the date, hour and place of all meetings. Except by unanimous vote of the present Committee members, no meeting shall be prolonged over an hour and no other subject except IT and its related issues shall be discussed at the meetings.

4.1 Quorum

Five (5) members are required to form a quorum.

4.2 Voting

Any action that needs the vote of the Committee at a regular or special meeting shall require a simple majority of the present members/designee to pass. Each member shall have one vote. In the event of a tie, the vote will go with the Chairperson's vote. If a member (department head/elected official) chooses to send a designee, the designee shall speak and vote on behalf of that member.

4.3 Meeting Records

An appointee shall keep a record of each meeting. The appointee shall make available minutes to the Committee members. The Chairperson will supply the Committee with a meeting agenda to insure an orderly meeting. It is the responsibility of each member and any attendees to not release information determined to be of a sensitive nature from committee discussions. Furthermore, it is the responsibility of each person presenting information to the IT Committee to identify information as "sensitive" when they believe the information they offer is sensitive in nature.

5 Bylaws

The Bylaws of the IT Committee may be amended by a majority vote of the members present at a regularly scheduled meeting, provided the proper notification of proposed changes is provided.

Members must receive a notice in writing from the Chairperson of proposed changes to the Bylaws at least 2 weeks in advance of the regularly scheduled meeting in which the proposed changes are to be considered.

The IT Committee, by unanimous vote, may suspend any portion of the Bylaws.