

**INFORMATION TECHNOLOGY ADVISORY COMMITTEE
(ITAC)
By-Laws
November 2019**

Information Technology Advisory Committee

A. Purpose:

ITAC is a University standing advisory committee. As such, the committee:

1. Facilitates dialogue between the Office of the CIO, the Faculty Senate, the colleges and the operational units of the University.
2. Provides a forum for students, faculty and staff to make recommendations concerning access and use of information technology.
3. Provides feedback about new applications, operating system upgrades, instructional technologies and respective deployments.

B. Membership:

1. Voting Members:

- a. Faculty: One representative from each college and the library. Each representative shall have a background or interest in IT and shall be selected using a method determined by the Dean of the college.
- b. Administrative Staff: One administrator or staff member with IT background or interest will be appointed for operational units including: Academic Affairs, Center for Excellence in Teaching and Learning, Student Affairs, Staff Senate, Museums, Archives and Rare Books, Curriculum, the Office of the Registrar, the Office of University Development, the Office of the Chief Business Officer, and the Office of the Chief Administrative Officer.
- c. Undergraduate Students: Four undergraduate students with an interest in IT, selected by the Student Government Association. Two student representatives shall be from the Kennesaw campus and two students shall be from the Marietta campus.
- d. Graduate Students: Two graduate students with an interest in IT, selected by the Graduate Student Association. One graduate student representative shall be from the Kennesaw campus and one graduate student shall be from the Marietta campus.

Voting Members of the ITAC shall serve staggered terms, so that approximately one-half of the membership is selected each year. Undergraduate and Graduate Student members shall serve one-year terms. All other Voting Members will serve two-year terms. If a Voting Member is unable to attend a meeting, either in person or by video conference, the Voting Member shall appoint a proxy from their area to represent them and vote in their place.

2. Ex Officio Membership:

The Chief Information Officer (CIO), University Information Technology Services (UITS) Executive Leadership and any other administrators who provide technology support to the university. These individuals are nonvoting members.

C. Elections and Duties of Officers:

1. Election of Officers

a. The Chair

- i. Shall be elected from the voting membership of the committee at the last meeting in the spring.
- ii. Shall serve a one-year term and may not serve more than three consecutive terms

b. The Vice Chair

- i. Shall be elected from the voting membership of the committee at the last meeting in the spring.
- ii. Shall serve a one-year term or the remainder of a term and may not serve more than three consecutive terms.

c. Recording Secretary

- i. Shall be determined by the committee at the first meeting in the fall and does not need to be a Voting Member. This position can be filled by election or appointment by the Chair.

2. Duties of Officers

a. The Chair

- i. Shall call and preside at all meetings.
- ii. Shall request items for the agenda from ITAC members and shall draw up and circulate an agenda at least 2 days in advance of each monthly or special meeting.
- iii. May participate in debate as any other member but should not do so while presiding over the meeting.
- iv. May vote as any other member of the committee when the voting is by ballot. In all other cases the presiding officer can (but is not obligated to) vote whenever his/her vote will affect the result-that is, s/he can vote either to break or to cause a tie; or in a case where a two-thirds vote is required, s/he can vote either to cause or to block the attainment of the necessary two thirds.

b. The Vice Chair

- i. Shall call and preside at all meetings in the absence of the Chair, and assume all responsibilities of the Chair as detailed in Section C.2.a upon absence or resignation of the chair.

- c. Recording Secretary
 - i. Will record the minutes of each meeting.
 - ii. Will distribute the minutes to each member of ITAC for review and approval by voting members.
 - iii. Will post the agenda and approved minutes of each ITAC meeting to a common forum.

D. Operations:

1. Meetings

- a. The Executive Committee of ITAC, consisting of the officers, will meet monthly from August through May (with the exception of December).
 - i. The schedule for the remaining meetings during that academic year shall be set at the first meeting.
 - ii. Additional meetings may be called as needed and shall follow the same procedures for notice and agenda as regular meetings.
- b. The full ITAC will meet at least twice per semester during the academic year (August through May).
- c. The Office of the CIO will make available the option to attend and participate in the ITAC meetings via an online conferencing program. Information and instructions will be sent from the Office of the CIO prior to each meeting. Voting members shall notify the Chairperson, Vice Chairperson, and Secretary of their intent to attend the meeting by an online conferencing program.
 - i. All floor procedures will follow Robert's Rules of Order, in its latest edition, and it shall be considered authoritative for all questions of parliamentary procedure.

2. Minutes

- a. The minutes of the ITAC meetings shall be distributed to all committee members for comment and correction.
- b. The committee members shall convey their comments and corrections within 5 business days.
- c. The Recording Secretary shall distribute the final copy of the minutes for approval by the Voting Members. The Voting Members shall indicate their approval within 5 business days.
- d. The Recording Secretary shall post a copy of the final minutes to the KSU ITAC site and provide a copy to the KSU Archives.

3. Working Committees and Subcommittees

- a. The ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.
- b. Membership of these committees and subcommittees can include any members of the ITAC and any members of the KSU community who have an interest in the outcome and chooses to be a part of the committee's work.
- c. A status report or minutes from any subcommittee meeting must be presented to the ITAC committee each month that the committee or subcommittee is formally organized.

4. Reviewing and Amending ITAC Bylaws
 - a. In the fall of academic year 2023-2024, these Bylaws shall be reviewed, re-evaluated, and if necessary revised to meet the needs of the Committee and University.
 - b. Proposed changes to the Bylaws must be approved by a two-thirds vote of the voting members.
 - c. Proposed changes will be submitted to the Faculty Senate for their discussion and approval.