

# **The Technology Committee**

## **Bylaws**

*Revised and approved by the Technology Committee and College Council, May 3, 2011*

### **Purpose:**

To provide broad-based input into the vision and direction for use of technology at York County Community College

### **Scope of Work:**

- To provide stewardship of the Technology Plan and ensure that it aligns with the College's Strategic Plan.
- To create and recommend college-wide Information Technology policies and procedures to College Council
- To develop, support, and celebrate technological innovation and best practices on campus.
- To report on the progress of college-wide technology projects.

### **Level of Authority:**

The Technology Committee membership is drawn from a broad pool of stakeholders campus-wide. Each stakeholder is expected to represent and speak for their respective constituency group, as well as to work on their behalf. With this level of diversity and the responsibilities outlined in the scope of work, the Technology Committee will have the authority to:

- To make recommendations to the College Council.
- To make recommendations to the Director of IT
- To create subcommittees from the broader college community to work specific technology focused projects where broader input is needed

# **Bylaws of the Technology Committee**

## **Article I: Membership**

### **Section 1: Composition**

Due to the purpose and scope of the Technology Committee, members should have a solid understanding of the use of technology in their division or function at the college.

- The Director of IT
- Academic Affairs representative appointed by the Academic Dean
- Finance and Administration representative appointed by the Director of Finance
- Two Faculty representatives elected by the Faculty Senate
- Institutional Advancement representative appointed by the Dean of Institutional Advancement
- Student Affairs representative appointed by the Dean of Students
- Student representative elected by the Student Senate

Sub Committee membership will be drawn from all stakeholders relevant to the purpose and scope of the Sub Committee.

### **Section 2: Selection of Technology Committee Members**

Selection of Technology Committee members will be determined by each division.

### **Section 3: Duties and responsibilities of Technology Committee Members**

- Be an active and informed committee member
- Abide by the Code of Conduct
- Actively report activity back to constituency
- Be familiar with Sturgis' Standard Code of Parliamentary Procedure

### **Section 4: Terms**

Technology Committee members shall serve for one year. There is no limit on the number of terms served.

### **Section 5: Attendance**

Attendance at Technology Committee meetings is required. Representatives missing two meetings during an academic year will receive a communication inquiring into their ability to continue. If the representative is unable to continue, they will be asked to resign.

## **Article II: Officers of the Technology Committee**

### **Section 1: Officers**

The Technology Committee has one officer, the Chair. The Chair will be elected by majority vote of the Technology Committee.

### **Section 2: Duties and responsibilities of the Chair**

Duties and responsibilities of the Chair may be further defined by each standing committee. In general:

- The Chair will review, set, and publish the agenda for each Technology Committee meeting.
- The Chair will respond to originators of agenda items, as necessary.
- The Chair will ensure that the Order of Business is followed.
- The Chair will ensure that all Technology Committee seats are filled.
- The Chair will assign duties to other committee members as appropriate
- The Chair will maintain the Year-to-Date Report

### **Section 3: Terms**

The Chair will serve in that capacity for one year. There is no limit on the number of terms served.

### **Section 4: Vacancies**

In the event that the Chair becomes vacant, a new Chair will be elected by the Technology Committee members.

## **Article III: Technology Committee Meetings**

### **Section 1: Regular Meetings**

Frequency and time of meetings will be determined by each standing committee. It is anticipated that the Technology Committee will meet 2 to 4 times a semester. Similarly Sub Committees will determine the frequency of meeting their meetings.

For meetings to take place, a quorum must be present. Special meetings may be called, meeting the same minimum quorum requirements, giving one week notice.

### **Section 2: Quorum**

A quorum will be 2/3 of the voting committee.

**Section 3: Meeting Access**

In accordance with State of Maine open-meeting law (M.R.S.A. Sec. 403), standing committee meetings will be open. A specified amount of time will be set aside for public participation at each committee meeting.

**Section 4: Discussion**

In the interest of time and efficient decision-making, discussion of agenda items will be restricted to members of the committee and the presenting parties. Visiting members of the college community may not participate in discussion of agenda items, unless invited by the Chair.

**Section 5: Voting Procedure**

Decisions will be made by majority vote, after establishing a quorum. Voting will be conducted by a show of hands or by ballot as requested.

The Chair of the Technology Committee does not vote, except when it is necessary to break a tie.

**Section 6: Order of Business**

- Roll Call
- Approval of minutes of previous meeting
- Review of the agenda
- Reports of officers
- Public Comments
- Unfinished business
- New business
- Announcements
- Adjournment

## **Article IV: Operational Procedures**

The Technology Committee will use Sturgis' Standard Code of Parliamentary Procedure to facilitate the transaction of business and to maintain cooperation and collegiality.

## **Article V: Standing Rules:**

### **Section 1: Agendas**

Agendas will be set and published one day before the committee meeting. Items must be submitted in writing to the Committee Chair seven days before the meeting.

The Committee Chair will review all agenda items and determine if they are within the scope of the committee's authority. If the item is not to be included on the committee agenda, the Committee Chair will return the request to the originator with the reason for not including the item. The decision may be appealed by the originator.

According to parliamentary procedure, the committee may modify the agenda at the opening of a meeting.

### **Section 2: Minutes and the Duties of the Recorder**

A recorder for Standing Committee minutes may be a volunteer. In the event that there is no volunteer, a recorder will be appointed by the senior administrator for the operational area. The recorder will take accurate minutes of committee meetings and will publish approved minutes to the committee web page or public folder. The recorder will also maintain the committee's binder of print documents.

The recorder is not a member of the committee and may not participate in discussion of agenda items, unless invited by the Chair.

### **Section 3: Year-To-Date Reports**

The standing committee will maintain an ongoing Year-To-Date Report to record the recommendations forwarded to the President and their outcomes.

### **Section 4: Communication**

The standing committee will utilize varied and appropriate forms of communication to keep the college community informed of their work. The standing committee will be assigned an email address, a Public Folder, and if desired, a web page. The recorder will also keep an up-to-date binder of standing committee documents in the office of the Committee Chair.

## **Article VI: Code of Conduct**

Participants in the Governance process agree to the following:

### **Vision:**

- Commit to achieving the college's mission by embracing the institution's vision and core values

### **Trust:**

- Promote mutual respect and trust by expecting the best from other Council members.
- Uphold and expect the highest standards of performance and behavior.
- Act honestly and in good faith, be intentional in avoiding behavior that can undermine goodwill.
- Learn how to disagree vigorously while preserving a working relationship that values diverse viewpoints.
- Trust that knowledge and expertise are valued and relevant to the governance process.

### **Accountability:**

- Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance.
- Make every effort to participate in the voting process, avoiding abstention. It is understood that a vote will be based on all available facts in each situation.
- Abide by and uphold the final majority decisions .
- Be courageous in identifying the real problems and discussing them candidly.

### **Communication:**

- Actively seek and provide regular feedback to the constituency group represented.
- Welcome and encourage active participation by all members of the college community.
- Actively seek any appropriate information regarding the topics at hand.

### **Empowerment:**

- Bring collective wisdom to bear on institutional problems.
- Be an informed and active participant.