

## **Information Technology Board (ITB) Operating Procedures**

### **Roles and Responsibilities** ([2-17-505, MCA](#) and [2-17-513, MCA](#))

Information technology is an essential component in enabling the Governor's initiatives and must serve citizens in a secure, efficient, and effective manner. The board shall guide state and local government in the development and deployment of intergovernmental information technology resources.

The board provides a collaborative forum to draft legislation recommendations for the Governor and Legislature regarding information technology statute's, policies, and other legislation. These proposed changes will ensure the efficiency and effectiveness of information technology at an enterprise level for state and local government.

It is essential the board study the past, present, and future information technology needs to guarantee emerging technology aids in the development of enterprise information technology purchases. An essential role of the board is to advise the Department of Administration on statewide information technology standards, policies, major information technology budget requests, and rates.

The board is the central coordination point to identify, evaluate, and prioritize departmental and interagency electronic government services. This level of effort will ensure the appropriate creation, management, and administration of electronic government services and information.

### **Membership** ([2-15-1021, MCA](#))

Board members are appointed by the Governor in January of every odd-numbered year. Appointees to the Board shall be senior policy officials such as department directors, legislators, and agency Chief Information Officers (CIOs). Members of the Board and their designated alternates should be senior managers, not technical staff.

The Board will consist of 19 members:

- Director of the Department of Administration (DOA), who serves as the Chair
- State CIO
- Director of the Office of Budget and Program Planning (OBPP)
- Six (6) members who are directors of state agencies, appointed by the governor
- Two (2) Local Government Representatives, appointed by the governor
- One (1) Private Sector Representative, appointed by the governor
- One (1) member of the House of Representatives, appointed by the Speaker of the House
- One (1) member of the Senate, appointed by the President of the Senate
- One (1) Legislative Branch Representative, appointed by the Legislative Branch Information Technology Planning Council
- One (1) Judicial Branch Representative, appointed by the Chief Justice of the Supreme Court
- One (1) University System Representative, appointed by the Board of Regents
- One (1) K-12 Education Representative, appointed by the Superintendent of Public Instruction

Appointments must be made without regard to political affiliation and exclusively for the management of the information technology resources used by the state.

A vacancy occurring on the Board must be filled by the appointing authority in the same manner as the original appointment.

In the event of delayed reappointment, current appointees will continue in their positions until Governor reappointments occur.

### **Voting and Participation**

Members are strongly encouraged to attend all meetings. An alternate may be designated to represent

members on the occasion that they are unable to attend. The designated alternate may vote on behalf of the member.

The Board shall function in an advisory capacity ([2-15-1021, MCA](#) and [2-15-102, MCA](#)). A majority of the membership of the Board constitutes a quorum to do business ([2-15-122, MCA](#)). Each member of the Board has one vote.

### **Meetings**

The Board shall meet on a quarterly basis or as determined by the Chair. The Chair may call a special meeting of the Board.

### **The State Information Technology Services Division Participation**

The State Information Technology Services Division may provide technical resources for assigned subcommittees, as requested by the Chair.

The State CIO Support Staff will provide the following administrative support to the Board:

- Assisting in creation of meeting agenda
- Organizing meeting dates
- Coordinating meeting rooms
- Facilitating meetings
- Drafting minutes
- Distributing correspondence
- Responding to the ad-hoc needs of the Board
- Assuring approval of the Operating Procedures after appointment of the Board in each odd-numbered year.

### **Communications**

The Board shall communicate through the Chair. Members are encouraged to contact the Chair with suggested agenda items. Official correspondence will be distributed at the discretion of the Chair.

All Board meeting materials will be distributed via the ITB Website <http://sitsd.mt.gov/Governance/Boards-Councils/IT-Board>.

### **Operating Procedures**

The Operating Procedures will be reviewed and approved in the first meeting of the newly appointed members after January of each odd-numbered year.

### **Expense Reimbursement**

Mileage, meals, and lodging expenses will be reimbursed according to Section's [2-15-124, MCA](#) and [5-2-302, MCA](#).

**Approved on:**

**Motion:**

**Expires on:**