

# Information Technology Board (ITB) Operating Procedures

## 1. 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 (DOA) 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.

## 2. 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 18 members:

- Director of DOA
- State CIO, who serves as the Chair
- Director of the Office of Budget and Program Planning (OBPP)
- Three members who are directors of state agencies, appointed by the Governor
- Two Local Government Representatives, appointed by the Governor
- One member representing the public service commission, appointed by the Public Service Commission
- One Private Sector Representative, appointed by the Governor
- One member of the House of Representatives, appointed by the Speaker of the House
- One member of the Senate, appointed by the President of the Senate
- One Legislative Branch Representative, appointed by the Legislative Branch

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- One Judicial Branch Representative, appointed by the Chief Justice of the Supreme Court
- One K-12 Education Representative, appointed by the Superintendent of Public Instruction
- The Attorney General or their designee
- The Secretary of State or their designee
- The State Auditor or their designee

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 reappointments occur.

### **3. 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.

### **4. 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.

#### **4.1. Meeting Notices ([ARM 2.2.102](#))**

The State CIO Support Staff shall use best efforts to post meeting notices a week ahead of time. Meetings shall be posted a minimum of 72 hours in advance.

Meeting notices shall follow the open meeting rules, [Mont. Code Ann. Title 2, Chapter 3, Part 2](#) and [ARM 2.2.102](#).

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

#### **4.2. 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.

#### **4.3. Public Participation**

Members of the public are encouraged to attend and to participate in the Information Technology Board meetings. The agenda must include an agenda item allowing public comment for any item on the agenda and for any item that is not on the agenda of the meeting and that is within the jurisdiction of the agency conducting the meeting. Public comment must be incorporated into the official minutes of the meeting.

Members of the public may submit written public comment to [CIOSupportStaff@mt.gov](mailto:CIOSupportStaff@mt.gov) or by fax at (406) 444-2701.

### **5. The State Information Technology Services Division (SITSD) Participation**

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
- Provide technical resources for assigned subcommittees, as requested by the Chair
- Assuring approval of the Operating Procedures after appointment of the Board in each odd-numbered year.

### **6. 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.

### **7. Expense Reimbursement**

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

#### **History**

**Approved:** January 29, 2026. Changed the chair to the State CIO.

**Approved:** December 14, 2023. Added information on meeting notices and public participation. Reformatted and rearranged previous version. Added history section,

**Approved:** December 16, 2021