

Information Technology Managers Advisory Council (ITMC) Operating Procedures

Overview

The State of Montana Information Technology Managers Advisory Council was established in 1997 as an interagency Information Technology (IT) governance forum at the direction of the Department of Administration's (DOA) Director. The Council serves at the pleasure of the Governor and the DOA Director. The Council is advisory in nature per 2-15-102(1), MCA.

Responsibilities

The Council exists to provide advice and guidance to DOA and the State Information Technology Services Division (SITSD) concerning technology needs of state agencies. In striving to provide suitable advice, the Council may undertake the following activities:

- Serve as a governance forum that explores opportunities, addresses issues, reviews policy, and provides recommendations to the State CIO on IT matters in the enterprise
- Report to and solicit feedback and guidance from the Information Technology Board (ITB)
- Collaborate in state and agency IT strategic planning
- Form workgroups to address subjects of common interest and concern to the enterprise IT community

Membership and Participation

In March of each even year, the Council will request nominations for new members for the ensuing biennium. New Council members will assume their role in August of each even year. The DOA Director will make final appointment of the Council members with concurrence from the Governor.

In August of each year, the Council will elect two individuals to serve as Chair and Vice Chair. The Chair is expected to remain on the Council for one year after completion of their term. Traditionally, the Vice Chair will assume the role of Chair for the succeeding year. As such, the successful candidate for the Vice Chair position commits to serve on the Council for a minimum of three years. This line of succession is intended to promote continuity and preserve the institutional knowledge of the Council. Succession is not automatic nor guaranteed.

The Council consists of nine IT professionals:

- Seven at large members
- One local government representative
- State Chief Information Officer

The Council is collaborative in nature. Agencies not represented in the appointed Council may delegate an enterprise representative. The enterprise representatives are Council members without voting privileges.

Active participation is necessary for the Council to function effectively. If a member has three absences, the Council may request a replacement of that member from the DOA Director.

Continuing Order

In April of each even year, CIO Support Staff will present a Continuing Order to the DOA Director and the Governor for approval to continue the Council, per 2-15-122(10), MCA. The Continuing Order will include the current version of the Operating Procedures and Council nominations for new members.

Operating Procedures

The Operating Procedures will be reviewed and approved in August of every even year.

Voting

A majority of the Council constitutes a quorum to do business per 2-15-122(8), MCA. Votes indicate the degree of consensus, not an approval or denial of any item.

SITSD Participation

Meetings may include presentations from members of SITSD, as requested by the Chair.

SITSD may provide technical resources for assigned subcommittees, as requested by the Chair.

CIO Support Staff will provide the following administrative support to the Council:

- 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 Council
- Ensuring annual voting of Chair and Vice Chair
- Submitting the Continuing Order biennially
- Assuring approval of the Operating Procedures biennially

Communications

The Council shall communicate with SITSD, ITB, and other entities 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 with the assistance of CIO Support Staff.

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

Meetings

Regular meetings are held on the first Wednesday of every month, except July.

Approved on: May 3, 2017 at the ITMC meeting.

Motion: Angie Riley moved to approve ITMC's Operating Procedures. Eric Tarr seconded the motion. Motion carried.

Expires on: August, 2018