

**GEORGIA PERIMETER COLLEGE
INFORMATION TECHNOLOGY POLICY COUNCIL
BYLAWS**

Article I: Powers and Jurisdiction

Section 1. Powers and Jurisdiction

The Georgia Perimeter College Information Technology Policy Council reviews current and proposed policies and procedures for all issues related to any and all matters associated with information technology, information systems and information security to enhance teaching, learning or scholarly activities.

In exercising this responsibility, the Council shall make such proposals as it may deem necessary for the promotion of the interests of the faculty, staff and students of Georgia Perimeter College.

Any proposal concerning information technology policy must be approved by the Information Technology Policy Council before being submitted to the President's Policy Advisory Board. The President's Policy Advisory Board will review, approve, or deny the recommendations received via the policy review process.

The Information Technology Policy Council shall review policies approved by other policy councils.

Section 2. Procedures

These Bylaws, along with any amendments and addenda to these Bylaws, shall constitute the rules and regulations governing the conduct and procedures of the Information Technology Policy Council in the performance of its duties as enumerated above.

The Council may choose to utilize temporary, targeted, transparent, and timely Task Teams in the revision of policy and in the development of new policy.

Article II: Membership

Section 1. Membership

A. Non-Rotating Members:

Assistant Vice President/CIO for Information Technology (Chair)
Director, Projects, Planning & Administration
Director, Technology Support Services
Director, Infrastructure & CTO
Director, Client Relations & Services
Director, Information Systems
Director, Chief Information Security Officer
Director, Academic Technology

B. Rotating Members:

Rotating Members shall be appointed by the Assistant Vice President/CIO for Information Technology with the approval by the President's Policy Advisory Board.

Rotating Members: 3 years

Faculty Representatives (4)
Student Services Representatives (2)
Support Staff/P&A Representatives (4)

Rotating Members: Annual

Student Representatives (2)

Section 2. Duties of Members

Members are responsible for attending all Information Technology Policy Council meetings. Members are responsible for reporting or otherwise communicating Council issues, as appropriate, to their respective constituents.

Section 3. Vacancies

Vacancies in the Information Technology Policy Council shall be filled by the Assistant Vice President/CIO for Information Technology with the approval of the President's Policy Advisory Board.

Article III: Officers

Section 1. Chair

The Assistant Vice President/CIO for Information Technology shall serve as Chair of the Information Technology Policy Council. The Chair shall preside at the meetings of the Council, determine the dates of the meetings, and assure that meeting agendas are distributed prior to the meeting date. The Chair also shall maintain parliamentary procedure, ensure that on-going assessment occurs, report all actions of and forward any proposals from the Information Technology Policy Council to the President's Policy Advisory Board.

Section 2. Secretary

The Secretary to the Assistant Vice President/CIO for Information Technology shall serve as the Recording Secretary to the Council.

Article IV: Meetings of the Information Technology Policy Council

Section 1. Regular Meetings

The Information Technology Policy Council shall meet four times per calendar in the months of January, April, June, and October. The Chair may call more frequent meetings if necessary or may cancel meetings if there are no agenda items. The meeting schedules shall be published and all meetings shall be open to any member of the College Community.

Section 2. Agenda

The agenda for each meeting, along with any pertinent supporting information to be discussed, shall be distributed to the members at least three working days in advance of regularly scheduled meetings.

Section 3. Voting

Only those members present at a meeting shall vote on any proposals.

Section 4. Quorum

A simple majority of the total membership of the Council shall constitute a quorum for the transaction of the business of the Council. Motions may be passed by a majority of those present and voting. The Council may not conduct normal business if a roll call fails to produce a quorum.

Section 5. Visitors

Non-members are welcome to attend Council meetings. Non-members in attendance at Council meetings shall be seated so as not to interfere with normal deliberations. All meetings shall be conducted in accordance with the Georgia Open Meetings Law. Non-members who wish to address the Information Technology Policy Council shall request permission to do so from the Chair at the start of the meeting.

Section 6. Minutes

The unofficial minutes of the previous Information Technology Policy Council meeting shall be distributed to the members seven working days before each regular meeting. Following approval by the Council, the official minutes shall be posted in a timely manner on the Office of Governance and Policy web site. The Chair of the Information Technology Policy Council shall maintain an archival paper copy of all minutes of the Council.

Section 7. Order of Business

The order of business for regular meetings of the Information Technology Policy Council shall be as follows:

- A. Call to Order
- B. Minutes of last meeting
- C. Committee Reports
- D. Old business
- E. New business, including presentation of proposals
- F. Other business
- G. Announcements and information
- H. Adjournment

Section 8. Parliamentary Procedures

All questions of parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order.

Article V: Committees

The Chair of the Information Technology Policy Council may create permanent Standing Committees or temporary Task Teams as needed.

I. Standing Committees:

Information Technology Advisory Committee (ITAC): The Information Technology Advisory Committee serves to advise and consult with the Assistant Vice President/CIO for the strategic and tactical planning of information technology from a college perspective.

Academic Technology Advisory Committee (ATAC): The Academic Technology Advisory Committee serves to advise and communicate technology needs and issues to the Assistant Vice President/CIO and the Information Technology Advisory and Policy Council on technology issues affecting teaching, learning, and scholarly activities.

Student Technology Advisory Committee (STAC): The Student Advisory Committee serves to advise and provide guidance to the Assistant Vice President/CIO and Information Technology Advisory Committee for the needs and issues related to student use of technology.

Article VI: Amendments to the Bylaws

The Information Technology Policy Council shall have the power to amend its Bylaws provided that such amendments are approved by a two-thirds majority of the Council. A proposal to amend the Bylaws must be distributed to the Council two weeks before the meeting at which it is to be considered. The Bylaws shall conform to the Shared Governance document of the College.