INFORMATION TECHNOLOGY AND SERVICES STEERING COMMITTEE
BY-LAWS

December 17, 1999
Amended December 22, 2004

DEFINITIONS:

IT&S: The Information Technology and Services Department
Committee: The Information Technology and Services Steering Committee
Board: The Information Technology and Services Board
City: The City of Helena
County: Lewis and Clark County
Enterprise: The City of Helena/Lewis and Clark County

I.   PURPOSE:

A.   To approve and update the information technology strategic plan.

B.   To communicate, promote and ensure that the technology vision for the Enterprise is followed.

C.   To recommend technology standards and to determine the scope to which standardization is necessary to meet the information technology vision.

D.   To recommend an annual IT&S Department budget and funding levels to the board.

E.   To recommend the allocation of information technology funds to departments or communities of interests served by the IT&S Department.

F.   To ensure continuous initiative sponsorship and to track progress on major technology projects undertaken by the IT&S Department.

G.   As requested by the Board, consider other technology issues and make recommendations as appropriate.

II.   MEMBERSHIP:

A.   The City Manager and County Chief Administrative Officer shall be the executive sponsors of the Committee.

B.   The Committee will consist of representatives from the following communities of interest for a total of ten members. These are the fields of interest that should be represented.

1.   Citizens Services
2.   Criminal Justice/Public Safety

3. Public Infrastructure
4. Financial Planning
5. Health and Welfare
6. Land Management
7. Internal Support

C. Members may designate one individual who will be recognized as the voting alternate of that particular member when the IT&S Department has received written notice of the inability of the regular voting member to attend the meeting, or by sent proxy vote.

D. Each year the Committee will make a recommendation to the Board as to the composition of the Committee for the following year.

E. A representative from the Front Line Support Group will attend the Committee meetings as an ex officio member.

III. OFFICERS:

A. At the December meeting, the chairperson for the new year will be elected. The chairperson will alternate between the City and County.

B. The chairperson will be the chief officer of the Committee and will preside at all meetings of the Committee. The chairperson will have the general powers and duties usually vested in the office of chairperson of any organization and will have such other duties and powers as may be prescribed by the Board or these by-laws. The chairperson shall represent the Committee at the Board meetings and will ensure that minutes are kept of all Committee meetings.

IV. MEETINGS:

A. Regular meetings of the Committee will be quarterly on the fourth Wednesday at 8:30 AM in Room 326. An alternate meeting place may be used when necessary.

B. Special meetings may be called by the chairperson or by a request of a majority of the members.

C. In order to constitute a meeting there must be a quorum. A quorum is a simple majority of members with a least one (1) member from the City and County.

D. Voting will be done in person, by proxy vote, or by an alternate appointed in accordance with Section II, C.

E.   A meeting may be canceled by the chairperson for the following reasons:

         1.   A quorum is not present
         2.   Other reasonable circumstances consistent with the welfare of the Committee

F.   All meetings shall be conducted in accordance with Roberts Rules of Order

G.   The following order of business shall be observed at all regular meetings of the Committee.

         1.   Roll call
         2.   Recognition of new members and alternates
         3.   Minutes of the preceding meeting and action thereon
         4.   Old business
         5.   New business
         6.   Subcommittee reports
         7.   Report from the director

H.   Any items to be added to a meeting agenda must be sent to the chairperson.

I.   The meetings shall be governed by the rules set forth in Section IV, A through H.

V.   RESPONSIBILITIES AND DUTIES:

A.   The Committee shall be an advocate and sponsor of technology for The Enterprise by providing collaboration to ensure an enterprise wide perspective on technology decisions.

B.   It is the responsibility of the Committee to recommend policy and enhance the view of technology for the Enterprise.

C.   As a strategic policy and advocacy committee, it is responsible for the direction and coordination of the technology across the Enterprise.

D.   As part of an annual review and strategic plan update process, the committee shall evaluate progress toward goals and objectives that they set out for the year.

E.   Review performance of any technology service provider (internal or outsourced), based on ability to meet objectives and commitments for the year.

F.   Revisions to the strategic plan should take the results of performance reviews into account, serving as a feedback mechanism to be certain that the Enterprise plans and budgets are realistic and attainable.

G.   The Steering Committee shall review project plans for technology for compliance with

    1.   The vision and objectives; as well as determine if there are related needs in other departments or the enterprise, which can be met as a part of the project.
    2.   Provide information to determine the project's budget authority compared to other technology projects.

H.   The sponsoring department(s) and project managers will develop periodic status reports both during and after the project to determine if budget, schedule and performance objectives are met.

I.   The Steering Committee shall work closely with the Front Line Support Group. The Front Line Support Group represents the employees that most often carry out the decisions made by the Steering Committee. Their input is vital to any decision made by the Committee.

J.   Members shall attend all meetings on a regular basis.

VI.   BUDGET AUTHORITY

A.   The committee will prioritize and recommend to the Board

    1.   Projects with estimated costs
    2.   Funding level for the ongoing operations of the IT&S Department
    3.   The annual department fee rates that are charged back to the Enterprise users.