

Bylaws of the Information Technology Committee

I. Functions and Responsibilities

1. The Faculty Senate's Information Technology Committee ("ITC") is responsible for establishing priorities for academic computing at Central Connecticut State University. "Academic computing" includes faculty computing, classrooms, labs, software, training, and the websites of schools, departments, and faculty members.
2. The ITC is charged with:
 - A. Prioritizing all projects related to academic computing that require IT department resources. Purchases formerly handled through the budget process, through appeals to deans, or to the CIO, or through departmental expenditure, should be referred to the ITC for consultation and prioritization.
 - B. Developing policy recommendations related to academic computing.
 - C. Reviewing all policies that impact academic computing.
3. The ITC reports to:
 - A. The Faculty Senate, annually.
 - B. The Information Technology Advisory Committee (on which the ITC is represented), on a schedule to be established.

II. Membership

Faculty members shall be elected to the ITC by their undergraduate schools through Faculty Senate nominations made during the Spring semester. As promptly as possible after the Faculty Senate has acknowledged the nominations, the Faculty Senate will oversee the general election where faculty members in each School elect the representatives for their School. Administrative faculty will be elected by their constituents. All members shall be elected for two-year, staggered terms. All ex-officio appointments will be made by their respective Dean or Director.

For the **Carol A. Ammon College of Liberal Arts and Social Sciences and the School of Engineering, Science and Technology**, the winner of each area-specific seat shall be the candidate with the highest number of votes from the area, and the winners of the at-large positions (if applicable) shall be the candidates with the highest numbers of votes, once the area-specific winners are removed from the pool.

Membership shall be based on the following distribution.

Area

School of Business Faculty (AAUP) 2

School of Education and Professional Studies Faculty (AAUP) 3

School of Engineering, **Science** and Technology Faculty (AAUP) 4

Engineering and Technology – Computer Electronics and Graphics Technology,
Engineering, Manufacturing and Construction Management, Technology and
Engineering Education 1

Mathematics/Computer Science – Mathematical Sciences, Computer
Science 1

Natural Sciences-Biology, Biomolecular Sciences, Chemistry and Biochemistry,
Geological Sciences, Physics & Engineering Physics 1

School of Engineering, Science and Technology – At large 1

Carol A. Ammon College of Liberal Arts and Social Sciences Faculty (AAUP): 6

Social and Behavioral Sciences – Anthropology, Criminology/Criminal
Justice, Communication, Economics, Geography, Political Science, Psychological
Science, Sociology 2

Humanities – English, History, Journalism, Modern Languages, Philosophy 2

Fine Arts – Art, Music, Theater, Design 1

Carol A. Ammon College of Liberal Arts and Social Sciences – At large 1

Library Faculty (AAUP) 1

Administrative Faculty (SUOAF-AFSCME) 2

Ex Officio Appointments (all non-voting)

Dean, Carol A. Ammon College of Liberal Arts and Social Sciences 1

Dean, School of Business 1

Dean, School of Education and Professional Studies 1

Dean, School of Engineering, Science and Technology 1

Director of Library Services 1

Chief Information Officer 1

III. Organization

A. Elections

1. The Information Technology Committee (ITC) shall organize itself as follows:

a. The Election Committee shall begin in February to solicit a slate of potential officers to lead ITC for the following year. The officers thus nominated must be current ITC members representing academic departments and in the first year of their latest appointments. They will consist of a chair, vice chair and secretary.

b. Officers for the following year shall be voted on by secret ballot and decided by majority vote. This election shall be the first agenda item following approval of the minutes during the last regularly scheduled meeting of the academic year. Officers shall formally assume their duties immediately before adjournment of this meeting.

c. The new officers shall set a time and place for the first meeting to occur after the first week but not later than the fourth week of the fall semester. The officers shall inform the membership of this meeting in writing and/or via electronic mail.

B. Duties of the Officers and others

1. The Chair

- a. Shall call and preside at all meetings.
- b. Shall draw up and circulate an agenda at least 10 days in advance of each monthly or special meeting.
- c. Shall represent ITC at the Faculty Senate and in all other University matters, or shall provide for such representation.
- d. May participate in debate as any other member, and vote in case of a tie.
- e. Shall serve a one year term and may not serve more than two consecutive terms.

2. The Vice Chair

- a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term.
- b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.
- c. Shall serve a one year term and may not serve more than two consecutive terms.

3. The Secretary

- a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings.
- b. Shall be responsible for maintaining the permanent records of ITC and the distribution or posting of ITC minutes to all ITC members and other required or interested parties within 20 days following the meeting.
- c. By the second meeting of each academic year, shall distribute or post copies of the duties and responsibilities of ITC and its bylaws to all members.

4. Committees

- a. The Election Committee
 1. Shall consist of three members elected at the February meeting and shall oversee the elections of officers.
 2. Members shall recuse themselves from the Election Committee if they are nominated for office.
- b. Special Committees or task forces may be formed to investigate or consider special matters.

IV. Floor Procedures

A. Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.

B. The Chair shall provide each member with a copy of any main motion for general business at least ten (10) days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the ITC members present this 10 day advance may be waived.

C. The Chair shall include on the agenda any item proposed by any ITC member. If not included in time for inclusion on that month's agenda, it will be included on the following month's agenda.

D. Regular ITC meetings shall be held each month of the academic year, but if the Chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting's business to the next month.

E. On the petition of any five (5) members of the ITC, the Chair must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the petition. The Chair has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance.

F. A quorum is one-half of all members eligible to vote.

G. The order of business normally shall be call to order, approval of minutes of the previous meeting, announcements, committee reports, unfinished business, new business, and adjournment.