

INFORMATION TECHNOLOGY COMMITTEE BYLAWS

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and the related School Bylaws.

ARTICLE I: MEETINGS

A. Frequency

The Information Technology Committee (ITC) shall meet monthly during the academic year. The schedule of meetings shall be distributed to the members at the first meeting of the year. Additional meetings may be called by the officers of the committee with advanced notice of five (5) days.

B. Attendance

1. It is the expectation that members of the ITC will attend all meetings. The Chair should be notified if a member is unable to attend. The Chair may take into consideration attendance when making recommendations for continuance on the committee.
2. Members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.

C. Voting

1. A simple majority of the voting membership shall constitute a quorum.
2. All "voting" members may vote (including all Officers).
3. Vote by proxy is not permitted.
4. Voting may be accomplished by teleconference, video conference, or any other technology that allows the voting member to attend/participate in the meeting.

D. Agenda

1. The agenda for regular meetings shall be prepared by the Chair and Vice-Chair.
2. The agenda and notice of the meeting shall be distributed to the members at least seven days in advance of the meeting.

E. Minutes

1. The Office of Information Technology shall be responsible for meeting minutes.
2. The minutes shall be voted for approval at the next regularly scheduled meeting.
3. Minutes shall be posted/made available on SharePoint and made available upon request.

F. A permanent record of the meeting minutes shall be maintained by the Office of Information Technology.

G. Administrative Support

The Office of Information Technology shall provide support to the ITC for purposes of coordinating meetings, preparing and distributing related materials in consultation with the ITC Officers.

ARTICLE II: OFFICERS

A. The following officers shall be elected annually from the voting membership:

1. Chair, who shall:

- a. Preside at all meetings
- b. Review proposed agenda items
- c. Serve on campus committees and task forces as requested and appropriate

2. Vice-Chair, who shall:

- a. Preside at all meetings in the absence of the Chair
- b. Review proposed agenda items
- c. Serve on campus committees and task forces as requested and appropriate

B. Nominations and Election

1. Nominations shall be solicited by the officers and forwarded to the Office of Information Technology for preparation of the ballot.
2. Elections for the Officers in the upcoming year shall occur at the last meeting of the current academic year.

ARTICLE III: ALTERNATE MEMBERS

Alternate members may be appointed annually by majority vote of the ITC. Alternate members may attend and participate without vote.

ARTICLE IV: ADVISING AND REPORTING

- A. The ITC committee shall advise the Faculty Council and Executive Council, Committee on Scientific and Research Affairs, Student Government Alliance and the educational administration of each school on substantial matters resulting from committee decisions. Such matters shall require a majority vote of the membership. The Chair shall be responsible for requesting to place an item on the agenda of the appropriate Council. The Chair and/or designee of the committee will make the report.
- B. The ITC shall provide a written report to the Faculty Council and to the Executive Council at the end of each academic year summarizing the activities of the previous year and anticipated activities for the upcoming year. The Chair and/or designee shall present a more comprehensive overview upon request by the Faculty Council and/or Executive Council.

ARTICLE V: SUBCOMMITTEES

The ITC may establish subcommittees from time to time to assist in the workings and management of the ITC. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's Bylaws, and this Committee's Bylaws. All conduct and any recommendations of such subcommittees are advisory only to the committee under which they serve.

ARTICLE VI: REVIEW AND REVISION

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.