

BYLAWS CIO ADVISORY COMMITTEE

Article I. Name

The name of the Committee shall be the "CIO Advisory Committee of The University of Tennessee Health Science Center." The Committee may be referred to as the "Information Technology Committee" or the "IT Committee."

Article II. Object

The Committee shall exist for the purpose of advising the University of Tennessee Health Science Center (UTHSC) Chief Information Officer (CIO) and providing a conduit for the exchange of information between the UTHSC Office of Information Technology Services and the students, staff, and faculty at all UTHSC locations.

Article III. Members

Section 1. Classes of members

The Committee shall be composed of regular and ex officio members. Each regular member shall have an equal vote on all matters before the Committee. Ex officio members shall be non-voting.

Section 2. Composition

The regular membership of the Committee shall be composed of one representative from each of the UTHSC Colleges and campuses, the Library, Student Government Association, the Employee Relations Committee, Exempt Employee Committee, Offices of Academic, Faculty and Student Affairs, Finance and Operations, Health System Affairs, Public Relations and Research Administration, Department of Development and Alumni Affairs, and the Faculty Senate. The UTHSC CIO will be an ex officio member of the Committee.

Section 3. Term of service

The term of service for regular members shall be three (3) years. The anniversary date for a term shall be July 1.

To provide a rotating membership, upon initial constitution of the Committee the term of four (4) regular members chosen at random will be reduced to one (1) year; the terms of an additional four (4) regular members chosen at random will be reduced to two (2) years.

Section 4. Eligibility for membership

Regular members shall serve no more than two consecutive terms. A term served by a member appointed to fill a position vacated prior to normal term expiration shall be counted as a full term.

Regular members shall be proposed for appointment to the Committee by a process determined by their represented organizational unit. A letter of appointment to the Committee from the chief administrative officer of the proposed member's organizational

unit shall be sent to the Committee before the term of the out-going representative expires.

Section 5. Membership requirements

Regular members are expected to attend the regular meetings and special functions of the Committee. If a member cannot attend, they may nominate a delegate from their organizational unit to act on their behalf.

In their letter of appointment, each regular member shall have assurance from the chief administrative officer of the member's organizational unit that sufficient time will be given for the member to participate in Committee activities.

Section 6. Disciplinary procedures

A member may be removed from the Committee for dereliction, inability to perform Committee duties, or unwillingness to facilitate the business before the Committee. Removal from the Committee shall require two-thirds vote of the Committee.

Section 7. Resignation

A member may resign from the Committee by informing the Committee Chair. The Committee will then request a recommendation for appointment to the Committee from the chief administrative officer of the resigned member's organizational unit.

Article IV. Officers

Section 1. Names

In order of rank: Chair and Secretary

Section 2. Nominations and elections

Candidates for Chair and Secretary shall be nominated from the regular membership by regular members of the Committee.

Officers shall be elected by majority vote of the Committee prior to July 1.

Section 3. Eligibility

At time of nomination and election, candidates must be in the first or second year of their term.

Section 4. Term of office

The term of office shall be one year or until a successor is elected. Officers shall take office July 1. Officers may serve no more than two consecutive terms.

Section 5. Removal from office

Officers may be removed from office with a two-thirds vote of the regular membership.

Section 6. Vacancies

If there is a vacancy in the Chair position, the Secretary shall fill the position of Chair until such time as the regular membership can elect a new Chair.

If there is a vacancy in the position of Secretary, the Chair shall appoint an acting Secretary until such time as the regular membership can elect a new Secretary.

A vacancy declaration may be adopted for dereliction with a two-thirds vote of the regular membership.

Article V. Meetings

Section 1. Meeting days

Meetings shall occur the 4th Monday of each month, 8:30-9:30 A.M.

Section 2. Quorum

A quorum shall be a majority of the regular members.

Section 3. Special meetings

An officer or the CIO can call a special meeting as needed. No business other than that for which the meeting is called may be transacted at a special meeting.

A regular member may call a special meeting for the purpose discussing and voting upon a motion to remove an officer.

A quorum for a special meeting shall be a majority of the regular members.

Section 4. Cancellation of regularly scheduled meetings

The chair may cancel a regularly scheduled meeting if there is no business to transact.

Section 5. Electronic meetings

Electronic meetings may be held. The committee should agree to the format and set a start and stop date and time for the meeting.

Article VI. Sub-Committees

Section 1. Sub-Committee formation

Sub-Committees shall be formed on an ad-hoc basis to address IT matters related to a specific issue in academics, research, clinical affairs, or administration. A majority vote of the Committee membership shall establish an ad-hoc Sub-Committee. A majority vote of the Committee membership shall dissolve an ad-hoc Sub-Committee.

Section 2. Sub-Committee selection

Sub-committee members shall be appointed by the Chair from the regular membership of the Committee. Ex officio members may be appointed from outside the regular membership. Ex officio members of a Sub-Committee shall be non-voting.

Section 3. Quorum

The quorum of a Sub-Committee shall be a majority of the voting members.

Article VII. Parliamentary authority

The rules contained in Robert's Rules of Order Newly Revised, Tenth Edition shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the Committee.

Article VIII. Amending the bylaws

Procedures to amend the bylaws shall be conducted only at regular meetings. A duly seconded motion to amend shall require a subsidiary motion to postpone ensuring that the amendment is considered at two meetings. Amendments to the bylaws shall require a two-thirds vote of the regular members