

3.19 Information Technology Board

- (1) **Board Composition.** The Information Technology Board shall consist of seven members, who shall be appointed by the Mayor and their appointments confirmed by the Common Council. Five shall be non-members of the Common Council, and two shall be members of the Common Council. Non-Common Council members shall have substantial background and experience in the information-technology industry. All members shall have demonstrated an interest in the good of the community.
- (2) **Term.** Non-Common Council members shall serve terms of three years. Common Council members shall serve terms of one year. Terms shall commence on the third Tuesday of April, and the terms of non-Common Council members shall be staggered so that no more than one term expires in any year. Members shall serve until their successors are appointed and their successors' terms commence. In the case of vacancies, appointments shall be for the remainder of the unexpired term.
- (3) **Conduct of Business.** Four members shall constitute a quorum. Meetings shall be conducted generally according to Robert's Rules of Order.
- (4) **Definition.** For purposes of this section, "information technology" is abbreviated "IT" and means any software, programs and computer applications; computers; printers; telecommunications equipment; and any devices connected to the City's intranet.
- (5) **Duties and Responsibilities.** The Board shall develop policies for the following, and recommend them to the Common Council for adoption:
 - (a) **Strategic Plan.** A plan for coordinated IT acquisition and disposal by the Information Technology Department, integrated with the City's five-year capital-investment plan, and anticipating long-term trends and needs.
 - (b) **Acquisition.** A policy for the review of requests by City departments for IT acquisition and determination of compatibility with the strategic plan; cost-effectiveness; and compatibility with existing City assets. The acquisition policy shall include provisions to ensure that IT acquisitions are made through, or with the direct participation of, the Information Technology Department and are from approved sources.
 - (c) **Implementation.** A policy to ensure that information technology is installed and maintained by, or under the direct supervision of, the Information Technology Department; and is compatible with all existing City assets.
 - (d) **General.** The Board shall develop and recommend policies to ensure that all IT used by the City is acquired and implemented in the most cost-effective, coordinated, efficient, and integrated way possible.
 - (e) [et cetera – insert areas for which it is appropriate that the ITB should develop policies – the policies are to be carried out by the IT Department (for purchasing, implementation, maintenance, etc.) and the City Administrator (for budget purposes)]

- (6) Contract Authority.** The Board is not a legal entity separate from the City and has no independent capacity to enter into contracts.
- (7) Organizational Level.** The Board is subordinate to the Common Council, and all policies set by the Board pursuant to Section (5) shall be subject to approval by the Common Council.
- (8) Reporting to Common Council.** The Board shall submit a written report of its activities to the Common Council at each Common Council meeting. The Board shall present such other reports to the Common Council and City Administrator as they may request.